

JOB DESCRIPTION

Job Title Deputy Superintendent Academics
Reports to Superintendent
Dept/School Academics

Job Title Code 103035
Wage/Hour Status Exempt
Pay Grade 112
Date Revised December 6, 2024

Primary Purpose

Provide leadership necessary for developing educational programs; plan for staff development and instructional services for all students in the district; and supervise all instructional departments and school leadership.

Education/Certification

- Master's Degree
- Valid Texas Teaching Certificate
- Texas Administrator Certificate

Special Knowledge/Skills

- Demonstrated leadership ability in working with administrators, teachers, students, parents, and the public
- Knowledge in the planning, design, development, implementation, and assessment of instructional programs
- Knowledge of curricular trends, issues, school reform, and standards development
- Demonstrated organizational, communication and interpersonal skills
- Must have the ability to direct staff and collaborate with schools and community toward increased performance of district services in support of the EPISD mission.
- Must possess exceptional organizational, communication, presentation, public relations, and interpersonal skills
- Knowledge of the Texas Education Code, Texas Administrative Code, and State Board and Federal rules and regulations governing school district operations
- Knowledge of organizational management theory and practice

Experience

- Five (5) years in a leadership role in a large school district as a principal, director or above.
- Five (5) years in an instructional leadership role preferred

Major Responsibilities and Duties

Instructional and Program Management

1. Provide leadership in Curriculum, Instruction, and Assessment that focuses direction on the district mission and goals.
2. Develop and implement a systematic process of needs identification, establishment of program goals and learner objectives, the development of program plans, pilot testing, field testing, evaluation and revision of programs.
3. Ensure programs are consistent with site-based decision-making concepts, as well as district, state, and federal guidelines.
4. Promote appropriate use of assigned programs to further the education of students through collaborative and effective use of school policy.
5. Supervise and facilitate communication with the district's executive management team to ensure implementation of the district's vision and mission.
6. Keep the superintendent abreast of critical issues and incidents within the district.
7. Recommend to the superintendent specific policies, procedures, plans, and programs for attaining operating objectives, and assist in resolving major problems.

JOB DESCRIPTION

8. Work collaboratively with senior staff to ensure aligned support and services to schools, while focusing on improved teaching and learning.
9. Design staff development programs in collaboration with other divisions and departments.
10. Responsible for timely, accurate, and quality information and accountability in areas of responsibility.
11. Assist in the preparation of Board meeting agendas, action items of a routine or priority nature, and other timely reports.
12. Oversee the direction of instructional and curriculum services to meet students' needs.
13. Apply research and data to improve the content, sequence, and outcomes of the teaching/learning process.
14. Oversee the development of long- and short-range maintenance plans/programs to ensure district resources are effectively utilized.
15. Direct projects to ensure completion within established time frames, project design and budget.
16. Assist in updating and developing board and district policies, administrative regulations, and monitoring systems for all campuses; the development of the professional learning communities with principals focused on campus plans designed to improve student academic achievement of all student groups.
17. Oversee the implementation of the district's instructional and curricular programs, assessments, and pedagogical approaches in all campuses; the development of the professional learning communities with principals focused on leadership practices and the use of the leadership tools that improve teaching and learning.
18. Oversee the implementation of districtwide special programs and intervention programs designed to improve student academic achievement and provide access to programs for all student groups.
19. Oversee, through the chief academic officer, assessment, accountability, monitoring and re-evaluation of instructional programs on an outgoing basis using input from teachers and principals.
20. Apply research and student data to determine effectiveness, improve outcomes, and recommend changes and adjustments where appropriate.
21. Participate in the district-level decision making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
22. Encourage and support the development and implementation of innovative instructional programs to achieve identified needs.
23. Ensure that the necessary time, resources materials, and technology to support accomplishment of education goals are available.
24. Support the Superintendent in all areas of administrative decision-making and work toward achieving those decisions.
25. Assist the Superintendent in the daily operation of the school district.
26. Demonstrate a high level of independent, ethical, and professional conduct.

Student Management

27. Ensure that the staff understands and supports student discipline policies and procedures.
28. Communicate to staff members the district mission and Superintendent's initiatives as they relate to student achievement.

Policy, Reports and Law

29. Ensure administration is aware of developments and changes in state, federal, and local laws affecting education.
30. Analyze federal, state, and local program mandates to determine required responses from district divisions and schools.
31. Support the goals and objectives of the school district and follow all district policies.
32. Ensure district implementation and compliance of policies established by federal and state law and State Board of Education rules.

JOB DESCRIPTION

Budget and Inventory

33. Approve the purchase of program materials and equipment.
34. Oversee preparation and administration of budgets for programs and assigned departments.
35. Promote an organizational climate that results in positive staff morale and openness in the district.

Personnel Management

36. Interact with district employees, parents, stakeholders, and community members regarding programs, goals, and objectives.
37. Oversee staff development programs within the area of Curriculum and Instruction and School Leadership in collaboration with other divisions and departments.

Communication and Community Relations

38. Interpret and communicate programs to employees and the public.
39. Attending Board of Trustees' meetings and prepare reports for the Board as requested by the Superintendent.
40. Work with community groups and organizations and maintain a high degree of visibility within the community and school district.

Professional Growth

41. Keep informed on the latest research trends and development in Curriculum and Instruction.
42. Participate in professional development activities on a continuing basis.
43. Provide leadership in professional growth of Curriculum and Instruction coordination of districtwide staff development efforts.

Supervisory Responsibilities

44. Supervise and evaluate activities for staff members in assigned programs and evaluate designated personnel.

Tools Used: Standard Office Equipment including personal computer and peripherals

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions, frequent and prolonged work hours. Frequent districtwide travel, occasional statewide travel, and occasional outside work with exposure to extreme hot and cold temperatures.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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 Date: _____



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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.