

# JOB DESCRIPTION

**Job Title** Coordinator Strategic Planning  
**Reports to** Director Federal and State Programs  
**Dept/School** Federal and State Programs

**Job Title Code** 127219EF  
**Wage/Hour Status** Exempt  
**Pay Grade** 103  
**Date Revised** August 13, 2025

## Primary Purpose

Support the development, implementation, and monitoring of systems and strategies designed to improve educational outcomes and enhance opportunity and access for all students. Collaboratively coordinate strategic alignments with the State and Federal Programs Department, in adherence with the Every Student Succeeds Act, that promote continuous improvement structures, student empowerment, and family engagement within the District Strategic Blueprint and District and Campus Improvement Plans (DIP, CIP).

## Education/Certification

- Bachelor's Degree from an accredited university
- Valid Texas Teacher, Counseling, or Mid-Management Certification

## Special Knowledge/Skills

- Strong project management and professional development skills
- Demonstrated skills in leadership, collaboration, and cross-functional team facilitation
- Knowledge of improvement planning strategies and ESSA program goals. Strong organizational, communication, and interpersonal skills
- Knowledge of strong instructional strategies

## Experience

- Five (5) years of teaching experience in a public-school setting
- Two (2) years of central office experience (preferred)
- Service on Campus and/or District Improvement Team(s)

## Major Responsibilities and Duties

1. Coordinate the development of actionable systemic plans, aligned to identified needs of at-risk and low-income student populations, to improve academic achievement, programmatic access, and effective resource allocations.
2. Plan, design, and deliver professional development to build staff capacity in addressing gaps in opportunity and access within the district, which are supplemental to the basic foundational education program.
3. Collaborate with district and campus leaders to align student support strategies with the District Strategic Blueprint and federal program expectations.
4. Support the development of effective campus-level systems that build welcoming and responsive school climates.
5. Actively research and participate in professional learning on best practices and innovative trends related to engaging district personnel, parents, families, and the community in two-way dialogue and collaborative approaches that result in improved opportunity, access, and achievement of low-income students.
6. Assist in the creation and maintenance of public-facing dashboards and reports that monitor effective implementation and outcomes of student support strategies.
7. Coordinate partnerships and engagement strategies that address opportunity gaps and enhance holistic student achievement.

# JOB DESCRIPTION

## Improvement Planning and Collaboration

8. Serve as a resource for campus and department leaders regarding alignment of student support services with improvement plans.
9. Collaborate with the Coordinator of Improvement Planning to ensure consistency and compliance across student-facing goals and objectives.
10. Participate in Comprehensive Needs Assessments and other district-led strategic planning efforts.

## Communication and Relations

11. Develop systems for communicating expectations and progress to all district staff and community members.
12. Promote and model high standards for customer service and solution-oriented communication.
13. Collaborate harmoniously with others to ensure alignment of work throughout the district.

## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; work with frequent interruptions; occasional prolonged and irregular hours; prolonged use of a computer.

## 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: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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



## JOB DESCRIPTION

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.