

Job Title	Coordinator Strategic Planning	Job Title Code	127219EF
Reports to	Director Strategic Planning & Evaluation	Wage/Hour Status	Exempt
Dept/School	Federal and State Programs	Pay Grade	103
		Date Revised	January 21, 2026

Primary Purpose

Support the development, implementation, and monitoring of systems and strategies that advance educational outcomes and expand equitable access opportunities for all students. Collaboratively coordinate with the State and Federal Programs Department to ensure strategic alignment and compliance with the Every Student Succeeds Act (ESSA), foster continuous improvement practices, student empowerment, and family engagement in support of 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 skills, including planning, implementation, and monitoring of initiatives as well as the design and facilitation of professional development
- Demonstrated leadership abilities with experience in collaboration and cross-functional team facilitation
- Knowledge of improvement planning strategies and ESSA program goals
- Strong organizational, communication, and interpersonal skills to support effective stakeholder engagement
- Knowledge of high-impact, research-based 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, targeting at-risk and low-income students to improve academic achievement, program access, and effective resource allocations.
2. Plan, design, and deliver professional development to enhance staff capacity in addressing opportunity and access gaps beyond the core curriculum.
3. Collaborate with district and campus leaders to align student support strategies with the District Strategic Blueprint and federal program requirements.
4. Support the creation of campus-level systems that foster welcoming and responsive school climates.
5. Engage in research and collaborative dialogue with staff, families, and the community, enhancing student opportunity, access, and achievement.
6. Assist in the creation and maintenance of public-facing dashboards and reports to monitor effective implementation and outcomes of student support strategies.
7. Coordinate partnerships and engagement strategies that address opportunity gaps and enhance holistic student success.

Improvement Planning and Collaboration

8. Serve as a resource for campus and department leaders to align student support services with district and campus improvement plans.



JOB DESCRIPTION

- 9. Collaborate with the Coordinator of Improvement Planning to ensure consistency, compliance, and alignment across student focused goals and objectives.
- 10. Participate in Comprehensive Needs Assessments and other district-led strategic planning initiatives to inform data-driven decision making.

Communication and Relations

- 11. Develop systems to communicate expectations, progress, and outcomes to all district staff and community members.
- 12. Promote and model high standards of customer service and solution-oriented communication.
- 13. Collaborate effectively with colleagues to ensure alignment and coherence of district-wide initiatives 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 prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser



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referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.