

JOB DESCRIPTION

Job Title Director School Transformation
Reports to Assistant Superintendent
Dept/School Teaching and Learning

Job Title Code 115563EF
Wage/Hour Status Exempt
Pay Grade 108
Date Revised September 24, 2025

Primary Purpose

Monitor, evaluate, support implementation of systemic structures and protocols to influence student achievement at a turnaround school and Extended-Day Learning Centers.

Education/Certification

- Master's Degree
- Valid Texas Mid-Management, Administrator, or Principal's Certificate
- Valid Texas Teaching Certificate

Special Knowledge/Skills

- Demonstrated leadership ability in working other administrators, teachers, students, parents, and public
- Ability to manage budget and personnel
- Excellent organizational, communication, presentation and interpersonal skills
- Knowledge of instructional administration
- Possess mediation and negotiation skills
- Sensitive to multicultural community
- Ability to multi-task

Experience

- Three (3) years as an administrator or related administrative experience
- Three (3) years teaching experience

Major Responsibilities and Duties

1. Assist the campus principal in leading the campus in the areas of instructional management, school climate, school improvement, personnel, school/parent/community relations, and professional growth and development.
2. Assist campus principal in providing information on best practices for instructional resources and material to support campus administrative staff in accomplishing instructional goals.
3. Interact positively and regularly as a team member with district leaders, coordinators, facilitators, and ensure standards or excellence throughout the district.
4. Assist schools in the campus improvement planning process.
5. Support principals in the pursuit of student achievement.
6. Perform other assigned duties as may be required by Supervisor.

School/Organization Climate

7. Promote and communicate districtwide high expectations of students and staff performance in a supportive manner.
8. Assist with maintaining a positive and safe environment to achieve District goals and objectives.
9. Positively promote district programs with students, staff, parents, and community.
10. Monitor and support effective classroom instruction with the Principal and Instructional Leadership Team (ILT) including support of the Target Improvement Plan (TIP) process and monitoring.
11. Provide leadership in the provision of quality professional learning opportunities designed to improve implementation and student success outcomes.

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12. Support campus principal with developing campus wide systems to include Strong School Leadership and planning.
13. Model and actively promote current, research-based, highly effective strategies/practices that foster instructional improvement and increased student success.
14. Effectively overs and provide leadership for collaborative implementation of the curriculum management recommendations related to areas of responsibility.

School Organization Improvement

15. Assist with identifying, analyzing and applying research findings to drive campus continuous improvement.
16. Utilize multiple data points to facilitate strategic planning processes to address achievement gaps.
17. Review and oversee the effective implementation of all components of the State and Federal school improvement system.
18. Monitor progress of school improvement planning activities and strategies contained in the campus improvement plan.
19. Serve as a liaison with the region service center and TEA to support school improvement.
20. Assist with grant compliance.
21. Assist campuses to ensure that campus documentation is reported to central office departments in a timely manner.
22. Provide leadership and oversee recruitment, selection, and training of personnel in areas of responsibility and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

School/Parent/Community Relations

23. Support campus leaders with articulating the district mission to promote positive outcomes for students, teacher's parents and the community.
24. Promote a positive image of the district and maintain a positive working relationship with parents and the community.

Professional Growth Development

25. Support and guide professional development for faculty, administrators and staff by keeping informed on the latest research based on best practices to support the continuous improvement process.
26. Demonstrate knowledge and understanding of current research-based practices and oversee the integration and alignment to programming resources, and professional learning opportunities.
27. Exhibit flexibility in performance of assigned duties.
28. Strive to manage and prioritize time wisely and effectively.
29. See and use evaluative input of job performance from supervisor, staff, and peers.
30. Demonstrate professionalism in dealing with staff, students, and community members from diverse backgrounds.

Supervisory Responsibilities

31. Supervise and evaluate assigned personnel.
32. Promote continuous improvement among the administrative and other professional staff, identify individual strength and areas for improvement, and work with direct reports to establish and maintain high expectations for staff performance.
33. Evaluate program effectiveness in developing and achieving goals, which support the district's strategic plan.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours and ability to travel.

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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: _____

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.