

Job Title Director Teacher Incentive Allotment
Reports to Executive Director
Dept/School Strategic Planning, Analytics, Accountability

Job Title Code 115918
Wage/Hour Status Exempt
Pay Grade 108
Date Revised January 15, 2026

Primary Purpose

Responsible for the leadership of the District's Strategic Compensation program and Teacher Incentive Allotment (TIA) programs. Develop, update and revise all manuals for the TIA program to include revision and updates to the TIA system plan and ensure that the full TIA cycle is completed from the District Local designation application/ expansion to final TEA submission of data.

Education/Certification

- Master's Degree
- Valid Texas Principal Certificate
- T-TESS Certified

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 standards-based instruction and improving student achievement in the classroom to support the Teacher Incentive Allotment (TIA) Program
- Knowledge of curricular trends, issues, school reform, and standards development
- Demonstrate knowledge of using data to determine student growth as aligned with the TIA
- Ability to interpret T-TESS data and support teachers with professional development as aligned with the TIA
- Demonstrated Knowledge of technology tools including Advanced Excell and other state data reporting tools
- Demonstrated knowledge of technology for enhanced presentations, training videos, and stakeholder feedback tools
- Strong organizational, communication and interpersonal skills

Experience

- Three (3) years administrative or supervisory educational experience
- Three (3) years teaching experience

Major Responsibilities and Duties

Program Management

1. Create and revise all TIA manuals and procedures annually to ensure the program meets TEA guidelines.
2. Serve as the lead for the District Teacher Incentive Allotment and Strategic Compensation team.
3. Coordinate Stakeholder Engagement activities related to Teacher Incentive Allotment and Strategic Compensation.
4. Ensure the District completes the full T-TESS process, and all staff and administration are trained and calibrated on the rubric as aligned to the TIA application.
5. Conduct meetings and act as the liaison with TEA on all TEA required documentation and submissions.
6. Attend all required meetings and professional development for the TIA program implementation with TEA, Region 19, and Texas Tech.
7. Maintain all reports and documents as outlined in the Districts' TIA system.

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8. Manage all Data uploads related to Teacher Incentive Allotment.
9. Conduct training and coaching sessions for administrators related to implementation of the TIA system and District Strategic Compensation and ensure administration is implementing the system as outlined in the TIA plan.
10. Coordinate professional development on the TIA system for all teachers who are part of the program.
11. Compile, review and analyze required TIA data and ensure adherence to the approved system.
12. Complete the annual needs assessment and expansion plan of the Strategic Compensation System / TIA program for presentation to the Cabinet and Board of Trustees.
13. Conduct coaching sessions for teacher, campus administration and curriculum coaches on the alignment of T-TESS and student growth.
14. Establish a professional working relationship with campus and District leadership.
15. Survey the campus administrators to ensure concerns and suggestions are heard.

Policy, Reports and Law

16. Analyze federal, state, and local program mandates to determine required responses to support District Leadership.

Budget and Inventory

17. Support development and implementation of District TIA spending plan.

Supervisory Responsibilities

Supervise Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress.
- Frequent prolonged and irregular hours.
- Occasional District wide and in- and out-of-state travel.

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: _____



JOB DESCRIPTION

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.