

# JOB DESCRIPTION

---

<b>Job Title</b>	Director Leadership and Talent Development	<b>Job Title Code</b>	115475
<b>Reports to</b>	Executive Director	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Human Resources	<b>Pay Grade</b>	108
		<b>Date Revised</b>	September 24, 2025

---

## Primary Purpose

Responsible for designing, implementing, and evaluating comprehensive staff development programs that align with the district's educational goals and priorities. Collaborate with school administrators, teachers, and other stakeholders to ensure that professional learning opportunities are relevant, impactful, and support the success of all students.

## Education/Certification

- Master's degree in education or related field
- Valid Texas teaching certificate
- Valid Texas Principal Certificate
- T-TESS Certified Appraiser

## Special Knowledge/Skills

- Demonstrate leadership ability in working with administrators, teachers, staff, community member and the public
- Knowledge in the planning, design, development, implementation, and assessment of professional learning programs
- Strong organizational, communication and interpersonal skills
- Ability to manage budget, grants, and personnel
- Ability to interpret policy, procedures, and data
- T-TESS oversight and application for all new teachers
- Strong organization, presentation, communication, and interpersonal skills
- Strong background in the use of learning management systems

## Experience

- Three (3) years teaching experience
- Three (3) years administrative experience in program design, implementation, support, and evaluation
- Three (3) years supervisory or leadership experience

## Major Responsibilities and Duties

### Program Management

1. Direct the ongoing operations of the department to meet the needs of the district and community.
2. Supervise and direct staff responsible for planning, developing, and implementing professional development programs to campus-based personnel throughout the district.
3. Manage, organize, and facilitate district and state mandatory training.
4. Develop and publish a district Professional Development Plan to be approved by the Board of Trustees.
5. Develop and publish a district professional development catalogue.
6. Coordinate with district departments to identify and provide multiple professional development opportunities throughout the year.
7. Manage, organize, and facilitate the National Board Certification program.
8. Oversee and coordinate professional development programs for new teachers to ensure support and increase teacher retention.

# JOB DESCRIPTION

9. Maintain and share current knowledge research based adult learning practices, and demonstrate experience designing and delivering effective professional development, both in face-to-face and digital formats.
10. Collaborate with various internal and external stakeholders to accomplish district and department goals.
11. Monitor districtwide professional development initiatives and analyze data to determine appropriate and equitable professional development for district employees.
12. Ensure professional development is aligned with district goals and strategic levers.
13. Coordinate district-wide professional learning, to include consultants, for teachers and staff, campuses, district departments and individuals, when necessary.
14. Supervise and monitor the implementation, program planning and development, professional learning, and organization of all new teacher programs along with the district online professional development management system.
15. Manage the daily operations of the professional development center.
16. Analyze retention, recruitment, assessment, and survey data.
17. Stay abreast of current in state and federal program guidelines, procedures, rules, and laws.
18. Verify and provide information necessary satisfy local and state reporting requirements.
19. Build and foster relationships that represent the district in the community through business partnerships and activities.
20. Perform other duties as assigned by supervisor.

## **Budget and Inventory**

21. Prepare and administer Title II, Part A and local budgets for the department to ensure programs are cost effective and managed prudently.
22. Supervise and monitor payroll for university teacher residents, substitute accounts for the new teachers, mentors, and HB 3 Reading Academies.
23. Compile budgets and cost estimates based on documented program needs.
24. Approve purchases of training materials and equipment.
25. Compile, maintain, and present all physical and computerized reports, records and evaluations of staff development programs and other documents required.

## **Personnel Management**

26. Promote an organizational climate that results in positive staff morale and openness in the district.
27. Interact with district departments regarding programs, goals, and objectives.
28. Supervise and manage all programs and activities of staff members assigned to the Leadership and Talent Development department.
29. Foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.

## **Supervisory Responsibilities**

Assigned Personnel

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress; frequent districtwide travel; frequent prolonged and irregular hours.

## **Terms of Employment**

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



## JOB DESCRIPTION

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