

Job Title	Executive Director Strategic Planning and Design	Job Title Code	110174
Reports to	Chief Organizational Transformation Innovation	Wage/Hour Status	Exempt
Dept/School	Strategic Planning, Analytics, Accountability	Pay Grade	109
		Date Revised	October 22, 2025

Primary Purpose

Responsible for leadership in State and Federal Programs, Strategic Planning and Design, Analytics, Accountability, and Assessment research, design, and district-wide implementation. Work collaboratively with stakeholders to support the vision, philosophy, and goals of the district's strategic plan.

Education/Certification

- Master's Degree from an accredited university
- Valid Texas Mid-Management, Administrative, or Principal Certificate

Special Knowledge/Skills

- Knowledge of curriculum and instruction, school leadership, school district budget development, implementation, and support services systems
- Knowledge of the Texas Education Code, Texas Administrative Code and State Board and federal rules and regulations governing school district operations
- Excellent project management, organizational, communication, and community-building interpersonal skills
- Ability to effectively lead cross-functional teams and to develop, implement, and assess policies, procedures, and practices
- Strong analytic, problem-solving, and planning skills

Experience

- Five (5) years teaching experience
- Five (5) years administrative experience, including work with public school budgets, professional development, and curricular design

Major Responsibilities and Duties

1. Oversee the Accountability and Assessment, Analytics, and Federal and State Programs departments.
2. Lead district strategic planning initiatives, including stakeholder engagement, development of strategic priorities, and implementation of short- and long-term objectives aligned with the district's mission, vision, and board goals.
3. Coordinate the development, implementation, and evaluation of district, department, and campus improvement plans to ensure alignment with strategic goals.
4. Facilitate decision-making and policy development around key district priorities and initiatives.
5. Coordinate and engage various stakeholder groups such as the District Educational Improvement Council (DEIC) and the Department Strategic Planning Team.
6. Oversee and support data analysis for district operations including staffing, budgeting, attendance, enrollment, school boundaries, and teacher incentive allotments.
7. Develop and manage inclusive systems for project and change management to ensure effective implementation of district initiatives.
8. Research and pilot effective educational models and best practices that promote student achievement.
9. Collaborate with instructional and administrative leaders to align programs and initiatives with district instructional goals.

JOB DESCRIPTION

10. Direct the planning, implementation, and continuous improvement of district programs and initiatives, ensuring responsiveness to student needs and compliance with federal and state mandates.
11. Serve as a resource to enhance coherence in departmental planning, execution, and leadership development, supporting systemic change, capacity building, and organizational accountability.
12. Evaluate the effectiveness and cost efficiency of district programs and recommend adjustments as necessary.
13. Provide leadership development and build capacity across departments to promote accountability and coherence districtwide.
14. Perform other duties as assigned.

Policy, Reports and Law

15. Manage program data, prepare reports, and communicate progress to the Superintendent, Board of Trustees, and other executive staff.
16. Ensure compliance with applicable federal, state, and local mandates, and maintain current knowledge of related laws, regulations, and policies.
17. Provide the Superintendent with recommendations on policies, procedures, plans, and programs to achieve organizational objectives, and assist in resolving complex or significant operational issues.

Personnel Management

18. Supervise assigned personnel, promote professional growth, and maintain a positive, transparent, and collaborative organizational culture.

Communication and Community Relations

19. Demonstrates effective leadership by fostering open communication and strong, collaborative relationships with students, staff, parents, and community stakeholders to achieve the district's mission and strategic goals.
20. Exhibit the highest standards of professional and personal integrity, ethical and collaborative leadership, and maintain effective communication with the Board in accordance with guidelines established by the Superintendent.

Professional Growth

21. Participate in ongoing professional learning to enhance leadership effectiveness.

Supervisory Responsibilities

Supervise Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

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

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: _____



JOB DESCRIPTION

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.