

Job Title	Executive Director Family and Community Engagement	Job Title Code	110179
Reports to	Chief Organizational Transformation and Innovation	Wage/Hour Status	Exempt
Dept/School	Family and Community Engagement	Pay Grade	109
		Date Revised	October 22, 2025

Primary Purpose

Support the development and implementation of inclusive, evidence-based initiatives to enhance organizational structures, improve student and family outcomes, and lead innovation teams and projects across the district.

Education/Certification

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

Special Knowledge/Skills

- Ability to effectively lead cross-functional teams
- Strong organizational, communication and interpersonal skills
- Ability to conduct effective and engaging presentations and workshops for community stakeholders
- Ability to collaborate effectively with internal and external stakeholders
- Strong project management skills
- Knowledge of effective student support and instructional protocols
- Strong analytic, problem solving, and planning skills
- Ability to develop, implement, and assess policy, procedure, and practice

Experience

- Five (5) years teaching experience in a public-school setting
- Five (5) years administrative experience, including work with public school budgets, professional development, and curricular design
- District Level Experience

Major Responsibilities and Duties

1. Directly oversee and supervise the Innovation, Family and Community Engagement, and Adult Learning departments.
2. Assist in the development of departmental goals, objectives, policies, and procedures that are aligned to support the District Strategic Blueprint.
3. Coordinate the growth of services that support our students', parent's, and community's needs, such as Community Schools, San Jacinto Adult Education Program, and Extended Day Learning Centers.
4. Plan, design, organize, prepare, and deliver professional development programs to address family and community engagement that are attentive to the diverse needs of staff, students and community stakeholders.
5. Actively research and participate in professional learning on best practices and innovative trends related to engaging district personnel, parents, families, and the community in two-way dialogue and collaborative approaches that result in improved opportunity, access, and achievement of low-income students.
6. Develop inclusive planning processes and systems of project management and change management.
7. Serve as a resource to enhance coherence in departmental planning, execution, and leadership development, supporting systemic change, capacity building, and organizational accountability.

JOB DESCRIPTION

8. Develop, support, and monitor programs that promote a welcoming, inclusive, and equitable school environment, engaging students, staff, and families to meet the needs of diverse communities.
9. Collaborate with District and campus leaders, staff, and external partners to promote and sustain organizational transformation, innovation, and equitable access and opportunities for students and families in alignment with the District's Strategic Blueprint.
10. Perform other duties as assigned by supervisor.

School/Organizational Climate

11. Develop systems of communication which establish consistent, efficient, and collaborative processes for the provision of support to District and campus staff and teachers.
12. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.
13. Collaborate harmoniously with others to ensure alignment of work throughout the district.
14. Other duties as assigned.

Personnel Management

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

Community and Community Relations

16. 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.
17. 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

18. 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. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of 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: _____



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

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.