

Job Title: Executive Director Leadership and Talent Development **Wage/Hour Status:** Exempt

Reports to: Chief of Organizational Transformation and Equity **Pay Grade:** 109

Dept. /School: Leadership and Talent Development **Date Revised:** June 4, 2024

Primary Purpose

Responsible for leadership in research, design and district-wide implementation of professional development and capacity building for district levels. Work collaboratively with stakeholders to support the vision, philosophy, and goals of the district’s curriculum and instruction plan.

Qualifications

Education/Certification

Master’s Degree from an accredited university or college
Valid Texas Principal Certificate

Special Knowledge/Skills

- Knowledge of curriculum development and program design
- Excellent project management and community-building skills
- Ability to effectively lead cross-functional teams
- Ability to develop, implement, and assess policy, procedure, and practice
- Strong organizational, communication, and interpersonal skills

Experience

Five (5) years teaching experience
Five (5) years administrative experience, including work with instructional models and curricular design

Major Responsibilities and Duties

Instructional and Program Management

1. Research effective models, best practices and challenges to design and pilot effective programs District-wide.
2. Align models with District instructional goals to deliver strong student achievement results.
3. Partner with instructional and administrative staff, cross-functional teams, and the stakeholders to determine implementation needs and requirements.
4. Support development of learning for special student populations.
5. Provide leadership in the formulation and implementation of programs.
6. Work collaboratively with instructional staff, school leadership teams, and other stakeholders to ensure successful District-wide implementation.
7. Evaluate effectiveness and economic implications of learning models for feasibility and short/long –term cost effectiveness.
8. Design and deliver professional development training to ensure success with implementation of programs.
9. Manage delivery of programs, addressing concerns and challenges that arise.
10. Evaluate student progress to determine effectiveness of programs.
11. Ensure programs are responsive to student needs and in accordance with federal and state mandates.
12. Recommend District policy and procedure to support instructional effectiveness and student achievement.
13. Compile, reports, and maintain programmatic data and information as required.
14. Direct the development and maintenance of such records and reports to keep the Superintendent, Board of Trustees, and other executive staff informed of District progress and plans.
15. Ensure that the concept of equity is at the forefront of all systems, planning and policy adopted by
16. the district.
17. Develop and oversee the district’s professional learning plan to build capacity and equip staff to successfully implement change initiatives with fidelity.

18. Promote a climate of equity and inclusion.
19. Serve as a resource across the organization to increase coherence of department-level planning and execution, and leadership development that supports change systems and capacity building to ensure accountability District-wide.
20. Perform other duties as assigned by supervisor.

Policy, Reports and Law

21. Ensure compliance with federal, state, and local program mandates required of the district for assigned areas.
23. Maintain current knowledge and understanding of Board policies and administrative regulations.
24. Provide analysis of legislation and regulations related to equity and inclusion.
25. Recommend to the Superintendent specific policies, procedures, plans, and programs for attaining operating objectives and assists in resolving major problems.

Personnel Management

26. Supervise assigned personnel, conduct performance appraisals, and make recommendations for appropriate employment action.
27. Ensure that staff members are well informed on district matters, as well as department policies.
28. Support professional growth and development for staff.
29. Promote an organizational climate that results in positive staff morale, transparency, and achievement of the mission of the district.
30. Anticipate, manage, and resolve conflict effectively by employing effective interpersonal skills.

Communication and Community Relations

31. Provide optimal customer service to students, employees, parents, community members and any other stakeholders of the district.
32. Foster positive relationships with other departments/divisions to facilitate the achievement of the District's mission.
33. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
34. Communicate with the Board in accordance with guidelines established by the Superintendent.

Professional Growth

35. Improve leadership skills through professional development activities and impart knowledge with other professionals.
36. Participate in professional development activities on a continuing basis.

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: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me 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.