

JOB DESCRIPTION

Job Title	Chief of Organizational Transformation and Innovation Officer	Job Title Code	103062
Reports to	Superintendent	Wage/Hour Status	Exempt
Dept/School	Superintendent's Office	Pay Grade	111
		Date Revised	February 10, 2025

Primary Purpose

Lead all strategic planning, change management initiatives, professional learning plan and organizational transformation for the district. Responsible for guiding efforts to define, assess, foster, and cultivate as an institutional and educational resource. Provide leadership and direction regarding the development of the school calendar and Community Based Accountability system for the district.

Education/Certification

- Master's Degree
- Doctorate degree preferred
- Valid Texas Principal Certificate
- Valid Mid-Management Certification and or Supervisor Certification
- Knowledge of school district academic systems
- *Valid Texas-Teacher Evaluation and Support System Certification (T-TESS) (preferred)
- *Valid AEL or ILD Certificate (preferred)
- *The ability to obtain these certifications

Special Knowledge/Skills

- Knowledge and understanding of all facets of public school district operations
- 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
- Ability to lead group processes in strategic planning, consensus building, conflict resolution, decision making and organizational change
- Inspire, manage, and collaborate with a wide variety of internal and external stakeholders
- Excellent leadership, communication, and interpersonal skills
- Strong analytic, problem-solving, and planning skills

Experience

- Minimum of three (3) years successful teaching experience
- Minimum of five (5) years in instructional leadership role in a large school district
- Minimum of five (5) years at the district senior leadership level as principal, director, or above
- Administrative experience in a related field in a large organization

Major Responsibilities and Duties

1. Lead all District initiatives related to strategic planning to include stakeholder outreach, development of strategic priorities, publishing of a multiyear plan and execution of the district's short and long-range objectives.
2. Provide guidance and oversee the development and implementation of the district improvement plan, district department plans, and campus improvement plans that are aligned to the district's mission, vision, and board goals.
3. Facilitate decision-making around key strategic priorities and policy initiatives.

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4. Develop inclusive planning processes and systems of project management and change management.
5. Lead strategic research and identify departmental roles for every business unit and functionality, ensuring that leadership understands the detail of the strategic plan and confirm how their work connects to the district goals.
6. Develop and lead the district's program evaluation system and work closely with the internal auditor to assess and improve district programs.
7. Manage District change processes, keeping respective personnel on track as the district shifts to major initiatives aligned with the district's vision, mission, and board goals.
8. Collaborate with the Superintendent to develop the Superintendent's evaluation instrument aligned with the district's strategic plan.
9. Collaborate with District leadership to create, implement and monitor the district's strategic plan designed to ensure inclusive services for students, parents, faculty, and staff.
10. Develop and oversee the district's professional learning plan to build capacity and equip staff to successfully implement all change initiatives with fidelity.
11. Promote a climate of innovation and inclusion.
12. Develop and enhance positive and effective relationships with other agencies and elected representatives, with particular emphasis on local agencies, county organizations, and state representatives including elected officials, regulatory bodies, and other school districts.
13. Partner with leading educational and community organizational leaders and special workgroups to support, complement and enhance the execution of key initiatives.
14. Promote District commitment to a climate of innovation and inclusion through interaction with individuals and agencies inside and outside the district to include the Board of Trustees, community leaders from all ethno-cultural groups, civic and grass-root organizations.
15. Serve as the District Title IX coordinator. Oversee and ensure compliance with applicable laws and regulations and develop policies and procedures for students and staff.
16. Develop systems and facilitate a series of family and parent engagement initiatives such as community meetings, focus groups, surveys to ensure community feedback is considered in all strategic planning efforts of the district.
17. Assist in the recruitment of community resources, i.e. local business, corporations, and organizations.
18. Assist in the recruitment of community volunteers.
19. Promote student, family and community engagement initiatives that foster a positive multicultural environment.
20. Coordinate major initiative and lead District project management to include instructional program initiatives to ensure information flows to and from the Office of the Superintendent.
21. Assist with the District's capital planning and investment initiatives to include community engagement during the development of a long-range Strategic Facilities Master Plan and the management of bond planning and execution.
22. Lead the District in efforts related to organizational growth and transformation.
23. Evaluate and modify programs and services consistent with the District's strategic goals and objectives.
24. Provide budgetary oversight for all areas of assigned responsibility.
25. Work as a member of the Executive Cabinet to facilitate communication and implementation of stated objectives in a timely and efficient manner.
26. 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.
27. Perform other duties as assigned by supervisor.

Policy, Reports and Law

28. Ensure compliance with federal, state, and local mandates required of the district for assigned areas.
29. Maintain current knowledge and understanding of Board policies and administrative regulations.
30. Provide analysis of legislation and regulations related to innovation and inclusion.

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31. Recommend to the Superintendent specific policies, procedures, plans, and programs for attaining operating objectives, and assist in resolving major problems.

Personnel Management

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

Communication and Community Relations

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

Professional Growth

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

Supervisory Responsibilities

Assigned Personnel

Tools/Equipment Used: Standard Office Equipment including personal computer and peripherals

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions, frequent prolonged hours
- Frequent districtwide travel; occasional statewide travel, occasional outside work with exposure to extreme hot and cold temperatures, dust noise, vibration, and chemical and electrical hazards

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: _____

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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.