

<b>Job Title:</b>	Executive Director College and Career Readiness and Innovation	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Chief Academics Officer	<b>Pay Grade:</b>	109
<b>Dept/School:</b>	College and Career Readiness and Innovation	<b>Date Revised:</b>	April 12, 2023

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**Primary Purpose:**

The Executive Director for College and Career Readiness Innovation will promote and support academic opportunities and academically rigorous coursework to include but not limited to Early College High Schools (ECHS), Pathways in Technology Early College High Schools (P-TECHS) and specialty programs.

**Qualifications****Education/Certification:**

Master's Degree  
Valid Texas Principal Certificate

**Special Knowledge/Skills:**

- Demonstrated leadership ability in working with administrators, teachers, students, and parents in instructional and managerial administration
- Knowledge and understanding of magnet programs, dual credit programs, and other college readiness opportunities Knowledge of board policy and procedures
- Ability to coordinate magnet program support operations
- Ability to interpret college readiness policy, procedures, and data
- Experience in the budget and purchasing processes
- Knowledge of ECHS, P-TECHS and specialty 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:**

Three (3) years principal experience, including previous work with one or more of the following models: ECHS, P-TECHS and specialty programs such as International Baccalaureate (IB) and UT OnRamps

**Major Responsibilities and Duties****Instructional and Program Management:**

1. Align ECHS, P-TECHS and specialty programs with District instructional goals to deliver strong student achievement results.
2. Collaborate with instructional and administrative staff, cross-functional teams and all stakeholders including P-TECHS business partners to determine implementation needs and requirements of ECHS, P-TECHS and specialty programs.
3. Collaborate with EPISD departments to develop, implement, and update College, Career and Military Readiness (CCMR) tools such as a dashboard and a student monitor system so that each high school can proactively review and guide students' CCMR progress.
4. Collaborate with EPISD stakeholders, EPCC and other IHEs to create and refine a high school master/bell schedule to facilitate Associate degree/certification course work.
5. Coordinate EPISD departments, El Paso Community College (EPCC) and other Institutes of Higher Education (IHEs) to develop, implement and maintain District/regional dual credit/enrollment crosswalks.

6. Create, implement, and maintain an efficient Texas Success Initiative Assessment 2 (TSIA2) preparation and administration process in collaboration with EPISD stakeholders and EPCC for Dual Credit, ECHS and P-TECHS students.
7. Direct the maintenance of program records and reports to keep the Superintendent, the Board of Trustees, and the leadership staff informed of progress and future plans.
8. Evaluate programs annually to determine return on investment (ROI).
9. Ensure programs are responsive to student needs and in accordance with federal and state mandates.
10. Identify effective models and disseminate best practices to aid in the rapid positive development of ECHS, P-TECHS and specialty programs.
11. Manage the EPISD Course File and Course Catalog and communicate updates to schools and departments.
12. Manage implementation of ECHS, P-TECHS and specialty programs and address, in collaboration with stakeholders, any challenges that arise.
13. Provide leadership in the formulation and implementation of ECHS, P-TECHS and specialty programs.
14. Recommend District policy and procedure to support instructional effectiveness and student achievement.
15. Review and update legal agreements between EPCC, UTEP and business partners annually for ECHS, P-TECHS and specialty programs.
16. Support professional development training to ensure successful implementation of ECHS, P-TECHS and specialty programs.

**Budget and Inventory:**

17. Allocate resources and materials necessary to promote and support ECHS, P-TECHS and specialty programs.
18. Coordinate EPISD stakeholders in the annual adoption process of selecting, purchasing, and distributing instructional materials.
19. Coordinate the fall, spring, and summer dual credit textbook ordering process.
20. Develop, implement, and maintain a plan to connect teachers and students from different schools to maximize efficiency in the delivery of dual credit course offerings.

**School/Organizational Climate:**

21. Collaborate with EPISD stakeholders to develop the most effective program for each campus.
22. Collaborate with EPCC and other IHEs on issues related to dual credit courses at the ECHS and P-TECHS.
23. Participate in stakeholder meetings related to ECHS, P-TECHS and specialty programs as needed.
24. Participate in the planning and coordination of College Readiness Advisory Committee meetings.
25. Utilize the District and community services in developing the most effective program for each campus.
26. Coordinate activities with Curriculum and Instruction related to Advanced Placement.

**Policy, Reports and Law:**

27. Analyze and implement the policies and directives given by the Board of Trustees (BOT), TEA and Department of Education.
28. Compile and maintain records and reports as assigned.
29. Develop and maintain a system to verify Early College and P-TECH websites annually for TEA Designation compliance.
30. Proofread and edit policies/regulations related to ECHS, P-TECHS and specialty programs for continuity and accuracy.

**Student Management:**

31. Establish and maintain a standard of conduct that is supportive of ECHS, P-TECHS and specialty programs.
32. Revise and communicate the student recruitment and application timelines and processes annually for ECHS, P-TECHS and other specialty programs.

**Communication and Community Relations:**

- 33. Coordinate the annual P-TECHS advertising campaigns between high school administrators, P-TECHS coordinators, EPCC and EPISD Community Engagement.
- 34. Communicate the district vision and implementation status of ECHS, P-TECHS and specialty programs to the community.
- 35. Foster favorable relationships in the community to solicit support for ECHS, P-TECHS and specialty programs.
- 36. Interpret Board policies and administrative directives.
- 37. Serve as liaison for campus-based magnet programs or other college readiness initiative.
- 38. Serve as a representative for the school district in the division community as a communication and decision making extension of the Associate Superintendent.
- 39. Perform other duties as assigned by supervisor.

**Professional Growth and Development**

- 40. Provide leadership for the professional growth of school personnel.
- 41. Keep informed on the latest research trends and developments in all areas of education.
- 42. Promote the professional growth of the staff by presenting staff development programs that meet the individual and group needs of professional personnel.
- 43. Attend staff development as directed.
- 44. Promote professional improvement through activities approved by the Board.

**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.

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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: \_\_\_\_\_

110265 Executive Director  
College and Career Readiness and Innovation

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.