

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Executive Director for School Leadership

**Wage/Hour Status:** Exempt

**Reports to:** Superintendent

**Admin/Prof Pay Grade:** 109 (226 days)

**Dept./School:** Central Administration

**Date Revised:** 08/25/2021

**Primary Purpose:**

Assists Campus administration in the planning, organization, administration, leadership, innovation and management of schools. Provides coaching and leadership to principals/assistant principals and collaborates with central office teams to ensure successful student outcomes, best practices, innovation, operations and other services.

**Qualifications:**

**Education/Certification:**

Master's degree in education administration  
Valid Texas Administrator's Certificate (required)

**Special Knowledge/Skills:**

Knowledge of the integral components and relationships that comprise effective schools  
Demonstrate skills in supervision to facilitate success in schools  
Working knowledge of school leadership  
Ability to evaluate school administration effectiveness  
Ability to implement policy and procedures  
Ability to interpret data  
Strong organizational, communication, and interpersonal skills  
Bilingual, preferred

**Experience:**

Minimum five years successful principal experience (required)

**Major Responsibilities and Duties:**

**School Leadership and Student Services**

1. Collaborate with individual Principals in planning the necessary time, resources, and materials to support the accomplishment of campus and district goals.
2. Ensure effective school leadership through the supervision of Principals. Evaluate and document the performance of Principals.
3. Assists principals in the planning and implementation of instructional programs as well as conducts on-going analyses and effectiveness to ensure that programs are designed with adequate attention to scope and sequence that supports effective teaching/learning process that improves overall student performance.
4. Mentor, supervise, and assist principals and assistant principals in the development of specific plans to meet identified school targets; assist in determining and acquiring support services.
5. Monitor the development and implementation of campus improvement plans to ensure alignment with district goals, objectives, priorities and identified student needs.
6. Assist building principals through a process of continuous assessment for the purpose of school improvement and monitor the progress of schools towards established goals.
7. Collaborate with others to make recommendations for employment and assignment of principals and assistant principals and the training and professional growth of those individuals.
8. Assist with parental concerns and act as the liaison for the district with the campus principal addressing these concerns.

9. Serve as the District's Level II hearing officer for parent complaints.
10. Plan and deliver professional development for all campus leadership to assist in attaining objectives as instructional leaders.
11. Encourage and support the development of innovative instructional programs within the guidelines presented by the district.
12. Articulate the district's mission, vision and goals to the campuses and community.
13. Assist in developing appropriate professional growth activities for principals that is relevant to their job assignment.
14. Guide and direct professional growth activities for new and aspiring leaders.
15. Direct the planning development and training of high-quality staff development to support district level administrators, principals, teachers, and support staff.

#### **Policy, Reports, and Law**

16. Implement policies established by federal and state law, State Board of Education rule, and local board policy in school leadership and student services and all related areas.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

#### **Budget**

18. Assist principals with creating strategic goals and determining budgets and cost estimates that are aligned with documented program needs.
19. Monitor budgets with strategic goals in mind to ensure that appropriate procedures are followed, determine adequacy of budgets, and ensure skilled supervision of budget by subordinates.

#### **Personnel Management**

20. Prepare, review, and revise job descriptions for all areas under this position's responsibility.
21. Develop training options and/or improvement plans to ensure exemplary academic performance.
22. Evaluate job performance of principal and other assigned staff to ensure effectiveness.
23. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

#### **Community Relations and Communications**

24. Monitor professional research and disseminate ideas and information to other professionals.
25. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
26. Assist in communicating information to parent and community members about services.
27. Use effective communications skills to present information accurately and clearly.

#### **Professional Growth and Development**

28. Utilizes information provided through formal and informal assessment data and a professional growth plan to improve professional skills and knowledge.

- 29. Participates in professional organizations, disseminates ideas and information or other professionals, and provides leadership in identifying trends and opportunities, as well as solving problems facing the profession.
- 30. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.

**Other**

- 31. Follow District safety protocols and emergency procedures.
- 32. Attend campus events as support for campus administration and representation for the district.
- 33. Fifty percent of each week will be dedicated to campus based, working directly with campus leadership.
- 34. Performed other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of assigned staff to the Executive Director of School Leadership such as

- Principals
- Support Staff Assigned

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

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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 by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_