

## PLANO INDEPENDENT SCHOOL DISTRICT

### Job Description

<b>Job Title:</b>	Executive Director for School Leadership and Innovation	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Deputy Superintendent Leadership & Operations	<b>Pay Range:</b>	892
<b>Dept./School:</b>	School Leadership & Innovation	<b>Date Revised:</b>	06/13/2022

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#### Primary Purpose:

Directs the planning, organization, administration, leadership, innovation and management of schools. Provides coaching and leadership to 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

Mid-management/principal certificate (required)

Superintendent certification (preferred)

##### Special Knowledge/Skills:

Knowledge of the integral components and relationships that comprise effective schools; demonstrate skills in supervision to facilitate success and improvement in schools

Ability to communicate effectively with all stakeholders

##### Experience:

Successful principal experience (Five years preferred)

District-level administrative experience (preferred)

#### Major Responsibilities and Duties:

The selection and performance evaluation of immediate staff assigned

Collaborate with others to make recommendations for the employment, assignment, transfer of principals and assistant principals and the training, performance evaluation and professional growth of those individuals

Provide leadership as a member of a collaborative team to connect departments within the district to campuses for improved student achievement

Coordinate and ensure the successful integration of evidence-based strategies to support the growth of all campuses

Assist building principals through a program of continuous assessment for the purpose of school improvement and monitor the progress of schools towards established goals

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Work with the appropriate administrative staff to ensure the safety and welfare of students while participating in school programs, or on their way to or from school on transportation provided by the district

Approve annual school plans and monitor individual school programs to ensure compliance with approved plans and all federal, state and local requirements impacting those programs

Monitor the condition of the physical assets: These shall include the neatness and cleanliness of the buildings and grounds and the safety, security and state of maintenance and repair of buildings, grounds, furnishings and equipment, except to the extent that responsibility has been assigned to a department of the district

Guide and direct building level administrations to work cooperatively with the curriculum division in meeting the curriculum and instruction goals of PISD

Encourage and support the development of innovative instructional programs within the guidelines presented by the district

Provide for effective two-way communication channel with staff, district employees, media, community and board

Articulate the district's mission and goals to the school and community

Assist in developing appropriate professional growth activities for principals that is relevant to their job assignment

Guide and direct the professional growth activities for new and aspiring leaders

Assist campus leadership with the development of appropriate budgets

Demonstrate the use of appropriate and effective techniques for community and parent involvement

Guide the development of positive attitude of staff toward the students and parents, toward other staff, the schools, the district and its programs

Guide the development of positive attitude of the parents and the community toward the schools, the district and its programs

Follow all the rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards

**Supervisory Responsibilities:**

Assigned campus principals, clerical and secretarial staff

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); coordinate district functions; maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

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Frequent district wide travel; occasional prolonged and irregular hours; frequent out-of-district travel; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of district administration.

**Approved By:** Noel McBee, Compensation Coordinator      **Date:** 06-13-2022 \_\_\_\_\_

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_