

Deputy Chief of College, Career and Military Readiness

4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

ID: 26944

Job Description

Location: Hattie Mae White

Department: CCMR

Area:Northwest

Contract Months:12

Salary Range: \$200,000.00 – \$235,000.00

Academic Year: 24-25

JOB SUMMARY

The Deputy Chief of College, Career, and Military Readiness serves as a visionary leader, driving the district's mission to provide all students with access to college and career high-quality pathways that prepare them for the jobs of the future. This role is responsible for setting strategic priorities, establishing performance goals, overseeing key initiatives, and progress monitoring towards target student outcomes across Career and Technical Education (CTE), Advanced Academics, College Readiness, Counseling and Advising Supports, Business and Higher Education Partnerships, and Military Readiness.

Reporting to the Chief Academic Officer, the Deputy Chief plays a critical role in shaping the district's approach to college and career preparedness, ensuring every student is equipped with the skills, knowledge, and experiences needed for success in higher education and beyond. The leader is also responsible for leading and managing high performing CCMR teams and ensuring strong collaboration with HISD Division and campus leadership and other HISD departments intersecting this work.

MAJOR DUTIES & RESPONSIBILITIES

1. College, Career and Military Readiness Vision and Strategy – Develop and oversee a cohesive vision and strategy to ensure all students have access to high-quality pathways to career and college. Develop a cohesive strategy that includes access to and success in advanced academics, career and technical education and military programs to provide quality opportunities and outcomes for all students. Ensure strategic priorities have clear

performance goals and oversee progress monitoring towards student outcome goals.

2. Career and Technical Education Strategy – Develop high quality programs with sequences of courses that provide students with coherent and rigorous content aligned to the 2035 competencies of the future. Ensure content is aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions. Enhance and expand the HISD Career Center to increase access career development coursework aligned to the future of work. Work with Division Superintendents and campus leaders to ensure access to and support of programming for all students, regardless of geography. Develop and oversee strategy for high performing college and career school models that blend high school and college coursework to help historically underserved and at-risk students develop technical skills, earn college credentials and degrees, and pursue in-demand career paths. Lead an Industry Task Force to ensure all programs align with industry best practice.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

3. Advanced Academics – Develop a quality advanced academics strategy that includes courses, programs, assessments, services and supports for students to demonstrate college and career readiness and earn postsecondary credit. This includes access to and success in rigorous college level courses and exams through Advanced Placement (AP), International Baccalaureate Programme, dual credit offerings and college entrance exams to support matriculation to college.

4. Counseling, Advising, and Student Supports – Develop and oversee strategy to support effective comprehensive counseling programs, quality advising, and effective student support services for campuses. Ensure these functions work together to enable students to realize their potential by preparing them to set ambitious goals, define a pathway to achievement, and successfully navigate personal and academic obstacles they encounter along the way.

5. Team Management- Recruit, develop, and retain high-performing service-oriented team dedicated to ensuring all students have access to high-quality pathways to career and college. Ensure teams and individuals have clearly defined goals, develop systems to track and analysis performance regularly, and lead team to continuously improve program delivery based on data and campus needs.

EDUCATION

A Bachelor's degree from an accredited college or university in Education, Public Administration, or a related field

Master's degree in Business Administration, Public Policy/Administration, Education Leadership, or related field preferred

WORK EXPERIENCE

Significant supervisory project management experience (7+ years), preferably in a large, urban school district

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Expert knowledge of HISD and/or understanding of urban education and change management in complex systems.

Knowledge and appreciation of business concepts, strong business writing skills, and strong knowledge of spreadsheet and presentation software.

Strong problem-solving and project management skills, including strong organizational skills, attention to detail, and the ability to balance the big picture with detailed steps to reach an end goal.

A commitment to equity; demonstrates a sense of urgency regarding closing the achievement gap and driving equitable educational opportunities for all students.

A successful record leading effective teams and individuals, managing organizational change, setting and achieving ambitious goals, and initiating key innovations.

Demonstrated ability to develop a vision and inspire others to achieve shared goals.

Comfort in leading difficult conversations, guided by the best interests of students and families.

Integrity and clarity in all communications and interactions.

A flexible, optimistic approach; committed to overcoming challenges; comfortable with change and ambiguity.

Strong analytical skills and a high degree of intellectual curiosity to distill analysis into insights and translate insights into action.

A performance management, accountability, and systems-thinking orientation necessary to inform data-driven strategy development and execution.

Ability to initiate and manage cohesive partnerships and professional relationships with stakeholders at all levels, along with the ability to build consensus on pathways for improving student outcomes and addressing complex issues.

Willingness to go above and beyond to contribute to the success of a dynamic team committed to a new future for urban education.

LEADERSHIP RESPONSIBILITIES

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple

departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 45 pounds.

Houston Independent School District is an equal opportunity employer.