

## **Executive Director of Counseling and Advising**

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

ID: 30277

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### **Job Description**

Location: Hattie Mae White

Department: CCMR: Counseling and Advising

Area:Northwest

Contract Months:12

Salary Range: \$170,000.00 – \$195,000.00

Academic Year: 25-26

### **JOB SUMMARY**

The Executive Director of Counseling and Advising leads and coordinates the district's comprehensive student support functions, including mental well-being, student scheduling, graduation plans, college advising, CTE pathways, and military readiness. This senior leadership position requires exceptional organizational, communication, and problem-solving skills. The Executive Director will utilize data to align resources with district CCMR accountability and continuously collaborate with stakeholders, including district leadership, principals, teachers, and support staff, to enhance student outcomes and support the mission of HISD.

### **MAJOR DUTIES & RESPONSIBILITIES**

#### **1. Strategic Leadership:**

- Develop and implement strategies to enhance the effectiveness and efficiency of student support functions, including mental well-being, student scheduling, and advising.
- Provide visionary leadership to ensure alignment with the school system's CCMR goals and objectives.
- Foster a collaborative and supportive work culture that promotes innovation, teamwork, and continuous improvement.

#### **2. Operations Management:**

- Direct the operations of counseling and advising functions, ensuring comprehensive support for students in areas such as graduation plans, college advising, CTE pathways,

and military readiness.

- Develop and implement policies, procedures, and systems to improve the efficiency and effectiveness of counseling and advising services.
- Ensure compliance with relevant regulations, policies, and procedures related to student support services.

3. Budgeting and Financial Management:

- Provide guidance and support in budget planning and expenditure control for counseling and advising functions.
- Analyze financial data and identify opportunities for cost savings and resource optimization.

## **MAJOR DUTIES & RESPONSIBILITIES CONTINUED**

4. Personnel Management:

- Conduct performance evaluations, provide feedback, and implement corrective actions as necessary.

5. Stakeholder Collaboration:

- Collaborate with district leadership, principals, and other stakeholders to identify and address operational needs and challenges.
- Facilitate effective communication and coordination between central office departments and school sites.
- Serve as a liaison between the Division Unit and external entities, such as government agencies, community organizations, and vendors.

6. Data-Driven Decision Making:

- Utilize data to analyze and align resources with district CCMR accountability standards.
- Monitor and evaluate the effectiveness of counseling and advising programs through data analysis and performance metrics.

## **EDUCATION**

Bachelor's degree, Master's degree in education administration, business administration preferred.

## **WORK EXPERIENCE**

5+ years

Extensive experience in senior leadership positions within a school system or educational organization.

## **SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

Strong knowledge of administrative functions, policies, and regulations related to K-12 education.

Proven track record of strategic planning, organizational development, and change management.

Exceptional communication and interpersonal skills to build effective relationships with diverse stakeholders.

Demonstrated ability to lead and inspire teams, fostering a positive and inclusive work environment.

Strong analytical and problem-solving skills with a focus on data-driven decision-making.

Knowledge of financial management principles and budgeting processes.

Familiarity with educational technologies and their integration into administrative functions.

Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.

### **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.