

## **Executive Director of Data Governance & Quality Assurance**

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

ID: 27333

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### **Job Description**

Location: Hattie Mae White

Department: Chief of Staff

Area:Northwest

Contract Months:12

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

Academic Year: 25-26

### **JOB SUMMARY**

The Executive Director will be responsible for providing strategic direction, overseeing departmental operations, and ensuring the achievement of its mission and goals. This role will lead a team of professionals, collaborate with stakeholders, and drive the department's success in delivering high-quality services and programs.

### **MAJOR DUTIES & RESPONSIBILITIES**

List most important duties first

1. Develop and implement a strategic vision and goals for data governance and quality assurance, aligned with the Data & Impact department and organization's overall objectives.

Drive innovation and continuous improvement, ensuring the department remains at the forefront of its field.

2. Provide strategic leadership to, and serve as the chair of, the District Data Governance Committee. Drive accountability for members and constituents of the District Data Governance Committee to ensure timely completion of data governance tasks.

3. Serve as Product Owner for District Priority Metrics Dashboard and other cross-functional data products as assigned. Maintain the product backlog and drive prioritization for development in partnership with IT and Academic's Technology teams.

3. Collaborate with key stakeholders to identify emerging trends, challenges, and

opportunities in data governance, quality assurance and data visualization, and adjust strategies accordingly.

4. Oversee the day-to-day operations of the department, ensuring the delivery of high-quality services and outcomes.

5. Policy Analysis and Implementation: Stay updated with federal, state, and local education policies, legislation, and regulations. Analyze and interpret policy changes, and work collaboratively with relevant stakeholders to implement necessary adjustments.

## **MAJOR DUTIES & RESPONSIBILITIES CONTINUED**

6. Provide training and professional development opportunities to staff members to drive data literacy and the adoption of data governance standards.

7. Work closely with various departments and teams, including Finance, Human Resources, Academics, FMO, and Schools, to ensure data governance and visualization standards are widely adopted.

8. Develop and manage the department's budget, ensuring responsible financial practices and resource allocation. Maximize the use of resources, seeking cost-effective solutions while maintaining service quality.

9. Provide effective leadership and guidance to departmental staff, fostering a culture of excellence, collaboration, and professional growth. Recruit and retain top talent, promoting diversity, equity, and inclusion within the department. Facilitate ongoing professional development opportunities to enhance staff skills and capabilities.

10. Oversee, and occasionally execute, the analysis of large, complex data sets in support of district priorities

11. Performs other job-related duties as assigned.

## **EDUCATION**

Bachelor's degree in a relevant field such as public administration, business management, or a related discipline. A Master's degree is preferred.

## **WORK EXPERIENCE**

Proven experience of at least 8 years in a leadership role, preferably in a related field or industry.

Minimum of 6 years of experience in data analysis, data governance, or reporting in a K-12 education setting, or similar industry or organization.

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

- Demonstrated success in strategic planning, organizational management, and achieving measurable results.
- Excellent leadership and interpersonal skills, with the ability to inspire and motivate teams to achieve goals and objectives.
- Exceptional communication skills, both verbal and written, with the ability to effectively articulate the department's mission and impact.
- Demonstrated success in the development, implementation, and adoption of data governance.
- Demonstrated success in the development and ownership of data products
- Experience with Data Visualization tools (e.g. Power BI, Tableau, Looker Studio, etc.)
- Strategic thinking and problem-solving abilities, with a track record of driving innovation and change.
- Knowledge of relevant laws, regulations, and industry best practices.
- Experience in building and maintaining strategic partnerships and collaborative relationships.
- Commitment to the department's mission, vision, and values.

## **LEADERSHIP RESPONSIBILITIES**

Directs one or more levels of management deploying ongoing key initiatives covering multiple areas of discipline with direct accountability for results in terms of effectiveness, costs, methods, and employees. Establishes achievement objectives and assignments for multiple disciplines/functional areas and possibly departments. Evaluates recommendations of others, deciding on course of action in ambiguous situations, and oversees the deployment of innovative solutions. Collaborates with senior leadership to develop strategies and broaden departmental objectives; establishes methods, techniques and evaluation criteria for projects, programs and people in the achievement of strategic objectives

## **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**

Advises on budget development for department.

### **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 moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the district itself and is short term.

### **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 include schools, non-school departments, central office, senior, and executive 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 15 pounds

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