Position Title: Executive Officer, College and Career Readiness

Contract Length: 12M

Date: 08/09/21

Date of Last Revision: 08/09/21

Job Code:

Pay Grade: 37

FLSA Exemption Status: E

Job Family – Academics

Job Summary
Under the direction of the Chief Academic Officer, provides vision and leadership for the district’s College Readiness, Career Readiness, and Postsecondary Programming departments. Promotes streamlined approach to ensuring that the district meets its College, Career and Military Readiness (CCMR) goals in alignment with the Texas Educational Agency accountability system.

Major Duties & Responsibilities

List most important duties first

1. Supervise and set strategic direction for the district’s, College Readiness, Career Readiness, and Postsecondary Programming department.

2. Collaborate and provide thought partnership to district and school leaders on evidence-based strategies that increase performance on college readiness exams (e.g. ACT/SAT, AP, TSI), increase the number of students earning industry-based certifications, and improve college matriculation and scholarship dollars earned by HISD students.

3. Oversee the expansion and effectiveness of programs and curriculum that increase college and career readiness across the district, including college advising programs, Advanced Placement (AP) and International Baccalaureate (IB), Dual Credit and Dual Enrollment, and Career and Technical Education coursework and programs.

4. Advise the Chief Academic Officer on all issues relating to College, Career and Military readiness (CCMR).

5. Ensure streamlined communication and partnerships with campus principals related to the implementation and expansion of programs related to College, Career and Military readiness.

6. Performs other job-related duties as assigned.
**EDUCATION**
Master's Degree or higher with experience working specifically with educational research, preferably at both district and post-secondary institution levels.

**WORK EXPERIENCE**
7+ years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
PeopleSoft, Microsoft Office, SAP, Office equipment (e.g., computer, copier)

**LEADERSHIP RESPONSIBILITIES**
Directs two or more levels of management in the development, deployment and ongoing management of key initiatives covering multiple major disciplines with direct accountability for results in terms of effectiveness, costs, methods, and employees. Establishes operational 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 broad 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**
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 organization 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 15 pounds.