**POSITION TITLE:** Executive Officer, Curriculum and Instruction  
**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 Elementary Curriculum, Secondary Curriculum, Academic Instructional Technology, Special Populations and Fine Arts Department. Ensures the effective development and delivery of curriculum and instructional programs aligned to HISD Board Goals to maximize student achievement. Reports directly to the Chief Academic Officer.

**MAJOR DUTIES & RESPONSIBILITIES**

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<th>List most important duties first</th>
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<td>2. Assume primary responsibility for the development of curriculum and instructional programs which provide an aligned instructional experience for all HISD students grades PK-12.</td>
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<td>3. Ensure quality professional development and instructional supports for paraprofessionals, teachers, and teacher specialists across HISD.</td>
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<td>4. Monitor and reevaluate instructional programs on an ongoing basis using input from campus staff, research, and student data to determine effectiveness and improve academic outcomes.</td>
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<td>5. Advise the Chief Academic Officer on all issues relating to Curriculum and Instruction.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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### 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.