

Openings as of 8/5/2020

Executive Director – Core Content – Academics

JobID: 4284**Position Type:**

Administration: District/Executive Director

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7/1/2020

Location:

ACADEMICS

Closing Date:

Open Until Filled

Executive Director – Core Content – Academics Content Areas

Literacy K-12

Reports to: Assistant Superintendent – Teaching & Learning –
Academics

Pay Grade: 907

Duty Days: 240

Salary Range: \$110,071 - \$135,058

Position Purpose

Leads in coherent design and implementation of instructional practices, curriculum writing, and assessment aligned to District initiatives and goals. Leads Teaching & Learning in the development and implementation of processes designed to ensure and strengthen staff knowledge, skills, competencies, and abilities. Provides leadership for curriculum implementation, assessment, and resources selection for assigned Content Area.

Advances the vision of Teaching & Learning in Fort Worth ISD. Supports campuses, teachers, Principals, and Central Office staff in implementing a coherent K-12 strategy to support all learners with a focus on Bilingual Education, Students with Special Needs, Diverse Populations, and Advanced Academics. Ensures that Teaching & Learning practices are designed to close achievement and opportunity gaps throughout the system in order to ensure equity for our most marginalized students. Leads professional learning across the District around best practices, grounded in research, in Literacy across all content areas. Leads curricular adoptions, resource alignment, and resource distribution in order to ensure campuses are supported appropriately with materials needed to implement programmatic requirements. Provides instructional leadership support to Campus Principals in order to ensure leadership capacity is built with campus leadership to improve practices and increase student achievement. Ensures appropriate support is provided to campuses through Content Coordinators, Content Coaches, and Content Specialists with a focus on the campuses with the greatest needs.

ESSENTIAL JOB FUNCTIONS

- Supervises and leads instructional support, curriculum writing, assessment, and development of professional learning for all stakeholders.
- Monitors the quality and implementation of instruction; plans, and makes recommendations for adjustments, as needed.
- Collaborates across departments/divisions to align research-based and culturally responsive curriculum, practices, strategies, and resources to support the needs of all student populations.
- Collaborates with other team leaders to build capacity of instructional coaches in supporting teachers to meet the needs of students.
- Directs and leads department staff in the support of content area instruction at campuses.
- Creates and provides guidance for effective, research-based teaching practices.
- Ensures practices are aligned across departments to meet needs of Bilingual and Special Education programming to ensure coherence across the District.
- Communicates with and advises School Leadership around the fidelity of implementation of curriculum, instruction, and assessment practices across campuses.
- Designs instructional and organizational practices that support teacher collaboration and professional learning for educators.
- Leads professional learning across the District along with other Teaching & Learning leaders on any and all Instructional Initiatives.
- Supervises and coordinates grant activities, special services, and interventions.
- Stays abreast of current research and trends in curriculum development and instruction.
- Communicates the latest developments in curriculum and innovative instructional techniques and programs to improve student achievement.
- Provides support for the Department of Teaching & Learning with housing of curricular resources and internal documentation for professional learning.
- Provides additional support for the Department of Teaching & Learning around curriculum and the implementation of curricular initiatives.
- Develops and manages equitable budgets based on department priorities and District goals.
- Actively promotes the District's Equity Vision through curricular adoptions, instructional practices, and use of data to improve outcomes for all students with a focus on our most marginalized populations.
- Analyzes instructional progress to evaluate progress toward program goals and gathers other significant data relevant to the success of initiatives, grants or programs when applicable
- Develops and implements effective and efficient assessment systems and data collection processes that provide a record of baseline measures and tracks longitudinal trends

Safety

- Performs preventive maintenance on tools and equipment and ensures equipment is in safe operating condition.
- Follows established safety procedures and techniques to perform job duties including lifting and climbing; operates tools and equipment according to established safety procedures.
- Corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to supervisor.

Supervisory Responsibilities

- Selects, trains, supervises, and evaluates staff, and makes recommendations relative to assignment, retention, discipline, and dismissal.

Personal Work Relationships

- All Fort Worth ISD employees must maintain a commitment to the District's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.

- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork; responds and acts appropriately in confrontational situations.

Other Duties as Assigned

- Performs all job-related duties as assigned and in accordance to the Board rules, policies and regulations. All employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

Knowledge, Skills & Abilities

- Knowledge of applicable federal and state laws, regulations, and reporting requirements related to Content Area regarding education, as well as District policies and procedures.
- Knowledge of program, curricular, and assessment requirements related to ELs in Texas public schools PK-12.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student levels.
- Knowledge of assessment and accountability systems, data collection, management, and analysis.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of current theory, research, and best practices in curriculum, instruction, and assessment.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of special populations, particularly with regard to current national research and best practices.
- Knowledge of current District programs, initiatives, and coaching structures.
- Knowledge of budgets and budgeting processes for both local and federal funds and experience in developing and managing central or campus budgets.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of effective research-based strategies, theories, techniques, and methodologies.
- Skill in aligning curriculum instruction and assessment to standards, implementing academic programs, and leading/facilitating effective collaboration among departments.
- Skill in building highly functional instructional leadership teams, and implementing instructional programs effective in improving student academic outcomes.
- Skill in program design, implementation, and management.
- Skill in applying leadership skills and managing a large staff and budget.
- Skill in coordinating, planning, organizing, and facilitating staff development.
- Skill in monitoring/assessing the performance of self, other individuals, or organizations to make improvements or take corrective action.
- Skill in organizational development, communications, public and interpersonal relations.
- Skill in written and oral communication, including ability to interact with and influence all levels of central office, campus staff, and parents.
- Skill in professional development program design and implementation.
- Ability to merge divergent views and expectations into a long-range vision for students, District staff, and the community.
- Ability to provide instructional leadership, engage in creative problem solving, and contribute to effective team building.
- Ability to work collaboratively with students, staff, parents, and members of the community.
- Ability to use qualitative and quantitative data to make decisions about teaching and learning including student and teacher assessment.
- Ability to use software to access databases, email, create spreadsheets, and do word processing.
- Ability to prepare oral or written communications, such as presentations, reports, grant proposals, and curriculum documents.

- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Travel Requirements

- Travels to school district buildings and professional meetings as required.

Physical & Mental Demands, Work Hazards

- **Tools/Equipment Used:** Standard office equipment, including computer and peripherals.
- **Posture:** Prolonged sitting and standing; occasional stooping, squatting, kneeling, bending, pushing/pulling, and twisting.
- **Motion:** Repetitive hand motions, including keyboarding and use of mouse; occasional reaching; moderate walking.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** Works inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; requires occasional irregular and/or prolonged hours.
- **Attendance:** Regular and punctual attendance at the worksite is required for this position.
- **Mental Demands:** Maintains emotional control under stress; works with frequent interruptions.

Minimum Required Qualifications

- **Education:**
 - Master's degree from accredited college or university required;
 - In subject Content

OR

- In Education, or other relevant discipline with significant coursework and/or professional learning related to subject Content.
- **Certification/License:**
 - Valid Texas Teaching Certification required;
 - Valid Texas Mid-Management or Principal Certification preferred.
- **Experience Required:**
 - 6 years' experience required including;
 - 3 years' of teaching subject Content;
 - 3 years' as a central administrator or principal, with significant experience in working with programs for students at the elementary and/or secondary levels in subject Content.
- **Experience Preferred:**
 - Experience with curriculum alignment, curriculum standards, and assessments;
 - Experience developing and implementing teacher support systems;
 - Experience developing and delivering professional learning for adult learners (teachers, administrators, central office staff);
 - Experience in inner city schools with diverse populations.

This document is intended to describe the general nature and level of work being performed by people assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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