Job Title: Senior Executive Director (Unit)

Location: Hattie Mae White  
Department: Chief of Schools  
Area: Northwest  
Contract Months: 12  
Salary Range: $190,000.00 – $235,000.00

JOB SUMMARY
The Senior Executive Director of Unit will provide leadership, decision making, strategic focus, guidance and support to Executive Directors of Feeder Patterns, School offices and academic and school support departments. The Senior Executive Director of Unit will lead and manage Executive Directors of feeder patterns and an integrated support structure for schools that accelerates student achievement and well being for all Houston ISD students. Working closely with Division Superintendents and the Executive Directors within the division to ensure coherent and timely support and services for schools enabling leaders and educators to deliver high quality instruction and improve academic outcomes for all students. Establish goals and priorities for the Unit and Executive Directors. Goals and priorities will be fully aligned to the district’s goals and priorities for achievement and instruction.

MAJOR DUTIES & RESPONSIBILITIES
- It is essential to establish clear and attainable goals for the Unit, as well as for student achievement across the schools Unit. These goals should align with the district’s priorities for instruction and achievement. It is crucial to hold all stakeholders accountable for meeting these goals. Responsible for recruiting, selecting, managing, supporting, and evaluating the performance of Executive Directors. Set bold, measurable and achievable goals for the Unit and work with Executive Directors to do the same for student achievement across the schools collectively serve in the Unit. The goals and priorities will be fully aligned to the district's goals and priorities for achievement and instruction. Support and hold all stakeholders accountable for achievement of these goals. Recruit, select, manage, support, and evaluate the performance of Executive Directors.
- Design and implement differential retention strategies for rewarding and retaining effective leaders. Assess performance in such areas as setting bold, measurable and achievable goals, conducting rigorous and accurate evaluations, retaining effective and highly effective leaders, and improving or removing poor performers.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED
- Develops an overall strategic plan for the Unit, ensuring coherence support and accountability for schools, student achievement, and well-being.
- Build teams to deliver on strategic initiatives. Initiate and/or facilitate cross functional projects which are inter-departmental in nature to meet district priorities for serving students, staff, and the community.

EDUCATION
Master's Degree

WORK EXPERIENCE
7+ years

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Microsoft Office  
Teacher Certification  
School Administrator Certification  
School Principal leadership preferred
LEADERSHIP RESPONSIBILITIES

- Actively participate in hiring of core positions including feeder executive directors, feeder director, NES school principals, and division coordinators to ensure there is a culture of high performance and every student is receiving quality instruction.
- Lead a high-performing team that integrates a data-driven, equity-focused, and customer service approach.
- Drive coherence among professional learning and leadership development initiatives for the feeder patterns and central support team.
- Develop the capacity of leaders to support principals and their instructional leadership teams to develop, implement, and monitor a strategic plan that helps meet student achievement goals.
- Develop a cycle of continuous improvement and sound management practices with network leaders and providing frequent, actionable feedback to network leaders.
- Evaluate leaders across a range of metrics centered on students' success and experience.

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 exhibit solutions orientation, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters. Support New Education System Schools by participating in the selection and training of lead teachers and reconstitution of staff as needed. Lead implementation of programming in NES schools and support staff with training and professional development aligned to the programs and instructional practices. Collaborate with the Superintendent to revise the HISD defined autonomy system and assess schools using the matrix. Plan and operate a 5th quarter at designated schools to provide additional instructional and enrichment time for all students.

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

Work closely with the Division Superintendents, Cabinet and senior leaders to build coherence and follow-up around the implementation of the district's vision, which should result in strong academic outcomes for all students and the closing of the achievement gap. Demonstrate a solutions-oriented mindset with other senior district leaders and effectively represent the collective work of HISD to both internal and external audiences.

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.