

Hutto ISD

Job Description

Executive Director of Academics

Job Title: Executive Director of Academics

Wage/Hour Status: Exempt

Reports to: Associate Superintendent

Date Revised: January 2023

Dept./School: Instruction and Innovation

Primary Purpose:

Evaluate and provide leadership for the overall instructional program of the district. Responsible for the effective and efficient operation of the Academics Department including curriculum development, implementation of curriculum aligned with best practice teaching and learning strategies, and compliance with state and national testing requirements under the supervision of the Associate Superintendent of Instruction and Innovation and in close collaboration with Instruction and Innovation Departments of school leadership and student services.

Primary responsibility for implementing the goals of the District Strategic Plan.

Qualifications:

Education/Certification:

Master's degree in education administration or curriculum and instruction

Valid Texas Teaching Certificate

Valid Texas Administration Certification Required

Special Knowledge/Skills:

Knowledge of curriculum and instruction

Experience in instructional coaching and feedback models

Ability to evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to coordinate district functions

Ability to implement policy and procedures

Ability to interpret data

Strong communication, public relations, and interpersonal skills

Experience:

Three years' experience as a classroom teacher required.

Three or more years of campus administrative experience required.

Seven years of district and/or campus administrative or supervisory experience preferred.

Major Responsibilities and Duties:

Curriculum Program:

- *Strategic Vision:* Develop and articulate a visionary curriculum program that aligns with the district's goals and standards, ensuring a coherent and progressive learning experience for all students.
- *Research-Based Practices:* Implement and champion research-based curriculum design and pedagogical approaches, fostering a culture of continuous improvement and innovation.
- *Collaboration:* Foster collaborative partnerships with educators, administrators, and community stakeholders to enhance the curriculum, ensuring responsiveness to diverse student needs and preparing them for a globally competitive future.

Instructional Framework:

- *Leadership Development:* Lead a team of directors and specialists in providing high-quality instructional coaching, emphasizing professional growth and leadership development for educators.
- *Data-Informed Decision-Making:* Promote the use of data to inform instructional decisions, ensuring that educators have the tools and support needed to analyze and act upon student performance data effectively.
- *Differentiated Instruction:* Advocate for and support the implementation of differentiated instructional strategies that meet the diverse learning needs of students, promoting inclusivity and equity in the classroom.

Innovative Teaching Programs (CTE, Fine Arts, Advanced Academics):

- *CTE and Fine Arts Integration:* Spearhead the integration of Career and Technical Education (CTE) and Fine Arts into the curriculum, fostering interdisciplinary connections and promoting a holistic educational experience.
- *Advanced Academics Excellence:* Develop and oversee advanced academics programs that challenge and inspire high-achieving students, promoting a culture of academic excellence and preparing students for college and career success.
- *Innovative Teaching Models:* Explore, implement, and evaluate innovative teaching models and technologies that enhance student engagement, creativity, and critical thinking across all subject areas.

Assessment and Accountability:

- *Comprehensive Assessment Strategies:* Develop and implement a comprehensive assessment strategy that includes formative and summative assessments, emphasizing a balanced approach to measure student growth and achievement.
- *Accountability Standards:* Ensure alignment with state and federal accountability standards, providing guidance to school leaders and teachers on effective strategies to meet and exceed performance expectations.
- *Continuous Improvement:* Lead a culture of continuous improvement by analyzing assessment data, identifying trends, and implementing targeted interventions to enhance overall student learning outcomes district-wide.

Professional Development Leadership:

- *Strategic Alignment:* Develop and implement a strategic vision for professional development that aligns seamlessly with the curriculum, instructional framework, and district goals, ensuring a unified approach to teacher growth and student success.
- *Research-Informed PD:* Stay abreast of the latest research in education and instructional practices, infusing evidence-based strategies into professional development initiatives to enhance teaching effectiveness and student learning outcomes.
- *Cross-Department Collaboration:* Collaborate with other instructional and innovation departments to create interdisciplinary professional development opportunities, fostering a culture of collaboration and shared expertise.

Team Leadership and Expectations:

- *High Expectations:* Set and communicate high expectations for all members of the academic team, fostering a culture of excellence, collaboration, and professional growth.
- *Team Development:* Provide guidance, mentorship, and professional development opportunities to directors and specialists, cultivating a team that is dedicated to best practices in instructional coaching and academic support.

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- *Stakeholder Engagement:* Actively engage with and build strong relationships with school leaders, teachers, parents, and community members to ensure alignment with district goals and to garner support for academic initiatives.

Policy, Reports, and Law

- Takes action to ensure that the district complies with all rules, laws and Board policies related to curriculum and instruction.

Budget

- Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.

Supervisory Responsibilities

Supervisory and evaluate the performance of instructional supervisors and support staff in the elementary academic department.

Mental Demands/Physical Demands/Environmental Factors:

Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching.

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: Frequent districtwide travel; occasional statewide travel.

Mental Demands:

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Acknowledgement

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name