



# Longview Independent School District

## JOB DESCRIPTION

# DIRECTOR OF INNOVATION AND TRANSFORMATION

<b>JOB TITLE:</b>	Director of Innovation and Transformation	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Campus Accountability	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative 6

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### PRIMARY PURPOSE:

Longview ISD is committed to implementing evidence-based, innovative school and program models to ensure all students have access to learning environments that meet their needs. The Director of Innovation and Transformation is the district's research and design leader, responsible for identifying and scaling creative ideas that work throughout the district, in partnership with our community. In addition, the Director of Innovation and Transformation is responsible for setting the vision, direction, and strategic plan for Innovative Model Schools and serving as the point-person for Innovation Initiatives throughout the District. The Director of Innovation and Transformation leads innovation through the planning and direction of an identified portfolio of innovation schools, federal programs, and state, federal, and local grants.

The Director of Innovation and Transformation will serve as the liaison between the district and any IMOs that are working with district campuses. The Director of Innovation and Transformation will be the point-person for Innovation Partnerships, working with both the partners and the district to ensure the success of all students and the continuous improvement of schools.

### QUALIFICATIONS:

#### Education/Certification:

Master's Degree in Education (Doctorate preferred)  
Texas Superintendent Certification (preferred)  
Texas Mid-Management or Appropriate Mid-Management/Principal Certification,  
Required

#### Special Knowledge/Skills:

- Demonstrated leadership skills
- Ability to problem solve, think critically, and manage conflicts
- Ability to manage budget and personnel



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### QUALIFICATIONS: (continued)

#### Special Knowledge/Skills: (continued)

- Ability to collect, analyze and use multiple sources of data
- Strong organizational, communication, strategic planning, and interpersonal skills
- Strong interest in improving student achievement
- Work collaboratively to build consensus while also delivering exceptional results
- Inspire, manage and collaborate with a wide variety of internal and external stakeholders
- Be flexible, resilient and adaptable to changing priorities

#### Experience:

Five (5) years successful experience as a principal or district-level administrator  
Experience working collaboratively across key departments of a school district  
Central office experience supervising principals  
Experience in working with both elementary and secondary level schools

### MAJOR RESPONSIBILITIES AND DUTIES:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

#### District Climate

1. Facilitate communication and collaboration among campus administrators and district departmental leaders to enhance service delivery, program development and customer satisfaction, particularly around innovative schools and programs
2. Set the vision and strategic plan for the district's model innovative schools and programs
3. Serve as the district's expert on innovative school models and new approaches to teaching and learning
4. Champion the creation of new schools and the redesign of existing schools that require extensive cross-departmental collaboration and internal consensus
5. Create and sustain a network of local and national partnerships that contribute ideas and energy to the district's innovative model schools



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Instructional Leadership**

6. Guide and develop principals to provide learning environments that enable every student to achieve
7. Guide principals in selecting and developing teams of outstanding educators
8. Support and ensure the integration of the district's curriculum and instructional objectives at the campus level integrated with new and innovative teaching practices
9. Coordinate and ensure the successful integration of evidence-based strategies to support the growth and success of all Innovative Schools and scale successful strategies to other campuses
10. Enable innovation by ensuring campus level procedures align with district policy and by proposing new policies and procedures necessary to support innovative schools
11. Identify the district's high-performing school practices and, as relevant, encourage the implementation of the practices across schools across the district
12. Create professional learning communities to promote innovative thinking and collaborative learning among assigned portfolio of principals and instructional leaders

#### **Organizational Leadership**

13. Work with selected IMO and principals to develop innovation schools
14. Coordinate with all IMO, grant, federal, and state programs to ensure students receive the instructional supports they need for success
15. Inform and coordinate with IMO and innovative schools of evolving opportunities for innovation schools
16. Provide leadership and direction for the Office of Innovation and Transformation
17. Serve as a liaison between district operations and innovative campuses



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Organizational Management**

18. Provide administrative direction and leadership for the operational, financial, and personnel resources of assigned campuses/departments to effectively support district and campus goals
19. Develop, review, and approve campus/departmental operating policies, procedures, and budgets

#### **Director of Innovation and Transformation's Role in Student Achievement**

20. Build a common vision for student achievement through innovation
21. Manage performance of innovation schools by regularly and collaboratively reviewing campus and student level data with principals to drive continuous improvement
22. Facilitate relevant research and evidence-based scaling efforts to replicate and expand innovation schools
23. Invest and engage internal and external stakeholders in innovative school models and educational practices
24. Direct planning activities and put programs in place with staff to ensure attainment of district's mission
25. Develop, maintain, and use information systems and records necessary to show progress on performance objectives that address the Texas Academic Performance Report indicators, campus improvement plans and district long-range plans
26. Provide leadership as a member of a collaborative team to ensure that curriculum and instruction initiatives are aligned with district priorities

#### **Communication and Community Relations**

27. Develop buy-in for and excitement around innovation schools among internal and external stakeholders
28. Demonstrate awareness of district and community needs and initiate activities to meet those needs



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Communication and Community Relations (continued)

29. Serve as a collaboration and communication liaison, internally between LISD departments and externally with stakeholders and community members, related to district priorities, school performance and student achievement

#### Professional Learning

30. Participate and facilitate principal and district staff development programs that improve job-related skills and growth
31. Coordinate and facilitate principal meetings for the portfolio of innovative schools
32. Demonstrate current knowledge, understanding and skills appropriate to the role of Director of Innovation and Transformation

#### Qualities of an Effective Director of Innovation and Transformation

33. Demonstrate a high level of personal integrity, a collaborative leadership style, and high ethical standards
34. Maintain an unwavering belief that all students can excel and has a commitment to high performance standards
35. Keep informed of and comply with state, district, and campus policies affecting daily attendance, punctuality, and confidentiality
36. Comply with the Texas Educator Code of Ethics

#### Other

37. Comply with district policies, as well as state and federal laws and regulations
38. Adhere to the district's safety policies and procedures
39. Maintain confidentiality in the conduct of district business
40. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Other (continued)**

41. Demonstrate regular and prompt attendance
42. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of principals in a portfolio of innovative schools  
Supervise staff of the Office of Innovation and Transformation  
Support a growing Innovation Team of trained teachers and teacher leaders

### **EQUIPMENT USED:**

Computer, computer software and peripherals, teacher resource materials and equipment, multi-line telephone, copier, fax machine, and other equipment applicable to position

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: June, 2019**