



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF SCHOOL SUCCESS

JOB TITLE:	Director of School Success	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Chief Innovation Officer	TERMS:	226 Days
DEPARTMENT:	Innovation Office	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

The Director of School Success will serve the day-to-day liaison with the school partners; provide training and support for successful partnerships, both to the district and partners; and ensure compliance with district policies. The Director of School Success will collaborate with the Director of Planning & Analysis to design and implement systems and procedures for the evaluation of partner performance based upon the Performance Agreement.

QUALIFICATIONS:

Education/Certification:

Master's degree in Educational Administration or Curriculum and Instruction
Texas Mid-management certification or appropriate supervisor certification
Certified Texas Teacher Evaluation and Support System Appraiser

Special Knowledge/Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of charter schools and charter school authorizing
- Thorough knowledge of state and local accountability systems
- Ability to coordinate between and among the district and its operating partners
- Ability to interpret data and perform data analysis
- Strong communication, public relations, and interpersonal skills

Experience:

Minimum of three years of successful experience as a classroom teacher
Five years of experience in instructional leadership roles preferred



Longview Independent School District

JOB DESCRIPTION **DIRECTOR OF SCHOOL SUCCESS**

MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as the primary point of contact and liaison between the operating partners and the district with responsibility for ensuring timely and effective communication between the two parties
2. Design and implement an annual cycle of school oversight and support, including school visits and data/goal review sessions with school partners
3. Provide the Chief Innovation Office with regular and comprehensive updates regarding the progress of school partners relative to the performance contract expectations
4. With the support of the Director of Planning & Analysis, evaluate school performance across multiple dimensions, including student performance, financial performance, organizational performance, and adherence to legal and contractual requirement
5. Resolve all school partner related complaints or other issues and coordinate investigations as necessary
6. Collaborate with the Director of Planning & Analysis to implement a reporting calendar that provides operating partners an opportunity to periodically report to the district's Board of Trustees
7. Collaborate with the Director of Planning & Analysis to provide guidance and support for district partners in the development and analysis of their assessment systems
8. Collaborate with the Director of Planning & Analysis to develop a method for gathering and analyzing data in a meaningful way that will provide useful information to the district and its operating partners
9. Collaborate with the Director of Planning & Analysis to monitor and evaluate the operating partners' goals and comprehensive needs assessments
10. Provide training as appropriate for district employees as well as operating partners
11. Participate in professional development activities to maintain current knowledge of regulations
11. Occasionally perform work beyond a standard 40-hour work week when work-load requires
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF SCHOOL SUCCESS

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Provide appropriate supervision as assigned

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

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, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving 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.



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF SCHOOL SUCCESS

EVALUATION:

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or 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 DATE: Sept., 2020