

The Executive Director School Effectiveness is responsible for department leader and school principal support, supervision and evaluation. The Executive Director functions as part of the superintendency, overseeing the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range strategic plans for achieving the goals of the district; acts as a liaison with Governing Board and administration to provide advice to the Governing Board on a regular and ongoing basis; and provides policy recommendations and policy updates in their respective areas to the Superintendent and Governing Board. The executive director will provide focused attention for schools based on their needs and closely monitor adherence to critical aspects of their school 90-day action plans. They will act as a liaison, communicating needs and mentorship advice between principals and Cabinet. The executive director will lead continuous district and school improvement efforts as well as provide the support and accountability necessary for successful and sustainable school performance. The Executive Director School Effectiveness is a leader of leaders who will oversee dramatic change by creating the conditions necessary for transformation and ensuring that district and school systems and implementation follow suit. The Executive Director School Effectiveness works in a supportive and collaborative role with staff in all departments in order to support school and student success.

### **Chain of Command**

The Executive Director School Effectiveness reports to the Associate Superintendent.

### **Competencies of the Executive Director School Effectiveness**

The Executive Director shall possess a deep knowledge of school leadership, curriculum and PreK-8 instructional practices. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking:** Sees patterns and links among seemingly unrelated things.
- **Developing Others:** Acts with the specific intent of increasing the short and long-term effectiveness of an individual colleague.
- **Directiveness:** Sets clear direction and holds others accountable for performance.
- **Impact and Influence:** Acts with purpose of affecting the perceptions, thinking and actions of others.
- **Problem Solving:** Identifies and understands problems, and engages with others in generating and evaluating solutions.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Orientation:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.

- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

### **Essential Duties**

The Executive Director School Effectiveness shall be responsible for the following duties:

- Supervise, evaluate and guide the work of district directors, staff and school principals, as outlined in the District organizational chart.
- Develop, implement strategies and monitor district/school programs and processes that promote and sustain equity, diversity and district-wide progress toward eliminating the achievement, discipline, and opportunity disparities among all students.
- Collaborate with Cabinet, district directors and coordinators to ensure curriculum that is equitable, unbiased and reflective of district diversity along with designing and coordinating professional development in the areas of equity and inclusion.
- Lead transformational support and accountability through collaborative work with principals, teachers, staff and parents to support the work and continuous improvement of district and schools.
- Develop and implement comprehensive systems to provide targeted support (including visits, coaching, mentoring meetings, and resources) for assigned schools; this includes ensuring a team provides deep, differentiated support based on need and monitoring of school performance.
- Establish equitable systems and a culture that recognizes and removes barriers impeding school progress, including where defined autonomy is needed.
- Collaboratively plan, organize and lead school leader meetings, ensuring topics are timely, differentiated and meaningful for school leaders.
- Define clear priorities and indicators of performance, ultimately holding district directors and principals accountable for high expectations.
- Employ frequent and open communication to ensure that school improvement goals/priorities and needs are clearly communicated to key stakeholders, thereby ensuring that key district staff understands the critical role they play in achieving sustainable change.
- Align key resources (people, time, materials, and dollars) to support district strategic plan and school-based 90-day action plans and pro-actively champion school improvement.
- Oversee the development and implementation of federal or state aid programs including but not limited to Title I, Title II, Title III and Title VI.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.

- Attend Board meetings and other special meetings upon request of the Superintendent and/or Assistant Superintendent, serve as a resource person, and assist with presentations of information and/or recommendations.
- Serve as a lead and contributing member of the district office team and on assigned committees.
- Serve as a liaison and have active involvement with professionals at the state, local, national and regional levels.

**Minimum Qualifications**

M.A.Ed. in Education Leadership or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Current Principal Certification or other administrative certification

Experience and demonstrated success as a school principal or assistant principal

AZ Fingerprint Clearance Card may be required based upon assignment

**Preferred Qualifications**

Ph.D. in Education Leadership, Curriculum and Instruction, or related field

Current Superintendent Certification or eligibility for Arizona certification

Experience and demonstrated success as a district leader

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