Lancaster ISD Job Description

Director

Human Resources Department

Job Title: Director

Exemption Status/Test: Exempt

Reports to: Designated Personnel

Pay Grade: Administrative & Professional 6

Dept./School: Assigned Department

Days: 226

Primary Purpose:

Manage the development and implementation of key elements of the district's strategic efforts. Provide leadership necessary for designing, developing, executing, assessing, and revising strategic actions. Support organizational development and creation of a strategy- and performance-focused culture.

Qualifications:

Education/Certification:
Master's degree in education from an accredited college or university
Valid Texas principal certification or Mid-Management Certificate

Special Knowledge/Skills:
Knowledge of state and federal legislative mandates regarding district and campus accountability measures and planning requisites
Ability to design, develop, implement, and assess strategic planning tools
Ability to work with administrators, teachers, and general public
Ability to communicate effectively through oral and written language for a variety of audiences, occasions, and purposes
Ability to organize information and establish procedures for planning districtwide training
Strong organizational, communication, and interpersonal skills

Experience:
3 years of successful campus leadership experience

Major Responsibilities and Duties:

Program Management

1. Design and coordinate activities for development and implementation of the district improvement and strategic plans.

2. Facilitate and document the work on the strategic plan, district improvement plan, and campus improvement plans.

3. Consult with campus principals and their staff regarding development, monitoring, and evaluation of campus improvement plans and ensure alignment with the district improvement plan.

4. Support the implementation of strategic planning across the district by coordinating workshops and providing training and technical support. Coordinate strategic planning focus group meetings with internal and external stakeholders to gather input and provide strategic plan updates.

5. Develop and update methods, procedures, plans, schedules, and other strategic planning resource materials to assist district leadership in developing and implementing emerging strategic initiatives and activities to match organizational needs and directions.

6. Support the district's efforts to achieve and maintain institutional effectiveness, ensuring compliance with educational requirements.

7. Develop strategies to communicate and cascade school reform initiatives throughout the district using various media.

8. Assist district leadership to review improvement plans to ensure compliance with state and federal requirements.

9. Study district practices designed to improve educational outcomes, retention, and accountability measures and make recommendations for increased effectiveness.

10. Monitor timelines, schedules, and improvement plan progress toward realization of district goals and provide progress reports to the superintendent and district leadership.

Policy and Reports

11. Assist in the formulation and execution of policies and regulations and review materials for publication in handbooks.

12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

13. Compile, maintain, file, and present all reports, records, and other documents as required.

14. Follow district safety protocols and emergency procedures.

Accounting and Budget

15. Compile budgets and cost estimates based on documented program needs

16. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.

17. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

Supervisory Responsibilities

May supervise, evaluate, and make recommendations to department employees.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Occasional districtwide and statewide travel; prolonged hours and irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____