

**Job Title:** DISTRICT SCHOOL IMPROVEMENT DIRECTOR  
**Reports to:** Chief Compliance and Accountability Officer  
**Dept./School:** Compliance and Accountability  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 28, 2025

**Primary Purpose:**

Provide leadership in the area(s) of effective practices for school improvement including:

Effective School Routines and Procedures

Data-Driven Practices

Observation and Feedback

Leading Effective Professional Development

Analyze Accountability Reports and Targets

Assist in the development of Campus/District Targeted Improvement Plan

Lead the development of professional learning, technical assistance, and program enhancement to meet Local Education Agencies (LEAs) goals and to foster increased student achievement

Provide research-based innovative professional learning and technical assistance to LEAs in the area(s) of instructional practices, student performance, use of data, and leadership effectiveness

Design and deliver innovative professional learning opportunities to LEAs in Developing Leadership Capacity, Researched-based School Turnaround best practices, curriculum design, implementation, and pedagogical practices

**QUALIFICATIONS:**

**Education/Certification:**

Current Texas State Teaching Certification

Current EC-12 Texas Principal Certification (preferred)

Master's Degree in an education-related field

**Special Knowledge/Skills:**

Ability to analyze and disaggregate student performance data to identify trends, and instructional implications

Knowledge of state and federal accountability systems (Targeted Improvement Plans, Comprehensive and Targeted Designations)

Knowledge of Readiness and Supporting core content standards that drive teaching and learning

Knowledge of current research regarding the effective practices in teaching and leading school turn-around

Knowledge of formative and summative assessment practices and ways to use data to inform instruction and staff learning

Understanding the continuum of the skills and processes in the Texas Essential Knowledge and Skills within and across grade levels

Knowledge of general education strategies such as integrated instruction, small group instruction, cooperative learning, etc.

Knowledge of STAAR assessments and college readiness expectations

Ability to work with individuals of ranging abilities and skillsets in a one-on-one, small, or large group setting

Excellent organizational, communication, and interpersonal skills

**Minimum Experience:**

- Three or more years of experience teaching
- Three or more years of administrative experience (preferred)
- Instructional Coaching experience (preferred)
- Experience designing, leading, and providing staff development
- Experience implementing new initiatives or systems (Turn-around setting preferred)
- Experience working with at-risk students
- Experience working with campus administrators

**MAJOR RESPONSIBILITIES AND JOB DUTIES:**

1. Ability to work on and enhance a team
2. Utilize time wisely for effective management of position responsibilities and to ensure timelines are met
3. Maintain punctuality in daily work times, appointments, and meetings
4. Maintain a positive, customer-friendly, and professional tone in all communication (i.e., email, written, and verbal)
5. Participate as an influential team member who contributes to center-wide strategic planning goals
6. Display proficient levels of technology applications and remain current in the area of digital integration
7. Perform other duties as may be assigned by district leadership
8. Prepare and organize resources, train, and collaborate with district personnel
9. Exhibit initiative in identifying problems and suggesting solutions in a positive manner
10. Exhibit good judgment and decision making
11. Keep supervisor informed of program and district needs
12. Maintain up-to-date entries in databases and accurate records for tracking and invoicing
13. Adhere to district procedures, guidelines, and policies

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

There is a high volume of communications (i.e., calls, e-mails, and meetings). Multi-tasking of simultaneous projects. Public relations, interpersonal, and problem-solving skills are required at all times. Periodic, prolonged, and irregular work hours. The preceding 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.

**Note:** The statements above describe the general nature and level of work expected in this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the role.

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**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_