TO APPLY: Interested candidates should submit a resume and cover letter to (hiring@swisd.net). Cover letter should clearly indicate your prior highly effective principal or administrative experience. Subject line should include “Name - MD of Schools Application.”

JOB DESCRIPTION

LOCATION: District-Wide
POSITION: MANAGING DIRECTOR OF SCHOOLS

REQUIRED EXPERIENCE: Prior and highly effective principal or administrative experience

JOB QUALIFICATIONS:
- Degree from an accredited college or university
- Mid-Management/Principal or appropriate certificate
- Candidate must have satisfactory outcome of fingerprinting/background check

Special Knowledge/Skills:
- Track record of achieving measurable gains in student achievement resulting from effective leadership
- Designing, organizing and leading systematic change processes in a large, complex and diverse environment including strong ability to project plan and monitor progress towards goals
- Demonstrated success in identifying, growing, and leveraging the potential of staff and teams
- Excellent verbal and written communication skills; including proficiency in the use of Microsoft Word, Powerpoint, Excel, email, and mobile technologies

JOB DESCRIPTION:

The Managing Director of Schools is responsible for the supervision, coaching and feedback and development of campus Principals.

Guided by SWISD’s leadership commitments, the district’s vision, mission, and goals, the Managing Director of Schools will provide instructional leadership support to principals and drive for excellent and equitable student outcomes for every child.

The essential functions shown below require the continuous use of independent judgment and are not comprehensive, rather they are representative of current key areas of focus for SWISD campus leaders. Specific position requirements will vary depending on the needs of the district.

DUTIES AND RESPONSIBILITIES:
- Coach and Develop Principals as Instructional Leaders
  - Cadence of 1:1 coaching and feedback meetings with campus Principals where goal setting, monitoring for progress, problem solving around pressing issues, performance evaluation and individual growth are discussed. Coaching and feedback meetings should consist of the following but are not limited to:
    - School culture with a focus on learning, continuous improvement, innovation and collaborative practice.
    - Systems to monitor, evaluate, and coach teacher performance to improve instruction.
    - Data-driven instructional practices to analyze and improve student learning, including exceptional understanding of state and federal accountability.
    - Research-based instructional framework to observe teacher practice, provide feedback, and plan individual and collective professional development to meet identified campus needs.
    - Use of financial resources, time, facilities, technology and partnerships innovatively and equitably to accomplish the goal of powerful teaching and learning for all students.
    - Develop instructional leadership capacity among principals while monitoring the development of campus leadership teams.
- Progress monitoring campus plans and performance targets.
- Provide guidance for campus initiatives commensurate to highly effective learning environments.
- Support Principals in developing school communities that meet the diverse cultural and learning needs of each student.
- Cadence of meeting with C&I Assistant Superintendent/designee to analyze school, district, and state assessment results, identify needs, align strategies, and monitor progress.
- Plan for Principal network meetings.
- Plan for differentiated approaches for Principal development based on identified needs.
- Report progress and performance to district stakeholders.

**Drive campus level needs assessment, identify gaps, and establish plan to close the gaps**
- Identify trends and strategic needs across campuses with Principals.
- Analyze school, district, and state assessment results to determine campus progress towards meeting improvement goals and plan to develop next steps to improve student achievement.
- Review and provide feedback on campus plan with Principals that incorporates and addresses identified gaps.
- Monitor campus plan and work cross-functionally across SWISD to support campuses based on identified needs and gaps.
- Monitor high standards and expectations of all students and staff for academic performance facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the community.
- Monitor campus culture and climate to ensure support of student and staff success while promoting respect and appreciation for cultural diversity.
- Regularly participate in central office collaboration to ensure focus on support of principals as the key driver of student achievement.

**Monitor and manage principal pipeline to ensure all principals/high potential AP's have capacity to be effective organizational and strategic leaders**
- Coordinate with Talent Management & Acquisition to ensure health of the Principal pipeline.
- Maintain and communicate up-to-date Principal priorities and expectations.
- Plan for identification and invest in high potential AP's.
- Monitor alignment of leadership development across levels to demands of principalship for high potential AP's.

Perform other duties as required or assigned.

**OTHER INFORMATION:**

**Mental & Physical Demands/Environmental Factors:**
Ability to interpret policies and procedures; management skills; effective public relation skills, supervising duties; and maintain emotional control under stress. Ability to lift 40+ lbs; prolonged and irregular hours. Occasional district-wide and state-wide travel.

**Days:** 226