



## DIRECTOR, LEARNING IMPACT

June 2025

**Job No.: D608**

**Reports to:** Asst. Superintendent, Empowered Learning

**Dept./Campus:** Empowered Learning

**FT FLSA Status:** Exempt

**Pay Grade:** DA6

**Term:** 226 days

### PRIMARY PURPOSE

To lead the development and management of systems that foster ownership of learning for students and adults. To ensure that assessment and accountability processes are efficient, compliant, and aligned with district and community goals, while also defining, developing, and overseeing the analysis, measurement, and reporting of data related to testing and programs. By collaborating with stakeholders, this role will support high-quality, targeted efforts that advance the district's academic achievement priorities and empower learners and educators to actively engage in and take responsibility for the learning process.

### ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

### MAJOR RESPONSIBILITIES AND DUTIES

- Lead the development and management of systems that promote ownership of learning for both students and adults through learner profiles, portfolios, and exhibitions of learning.
- Partner in leading implementation of data and information in a learner insights platform.
- Ensure marketing, communication and development of processes to promote student and adult ownership of learning.
- Collaborate with district and campus leadership to align systems with district goals and the Graduate Profile.
- Collaborate with Learning and Innovation teams to ensure that learning portfolios and exhibitions are integrated into instructional practices and are accessible to all students.
- Work closely with instructional leaders to design professional development that promotes the integration of student and adult portfolios and demonstrations of learning.
- Provide leadership for the teams that coordinate and oversee the administration and monitoring of state assessment and accountability processes.
- Direct the required state testing programs including ordering, distribution, recordkeeping, and collection of all required tests.
- Assist and ensure district and staff comply with all Texas laws, rules, and regulations related to the collection of student information and the district-wide testing of students.
- Respond to Texas Education Agency as the district's spokesperson for state assessment.
- Partner with district departments (i.e. Special Programs, Advanced Pathways and Innovation and Learning

and Innovation) to ensure assessment processes and student needs are addressed.

- Support the analysis of assessment data to ensure it is effectively used to inform instructional decisions and improve learning outcomes.
- Provide and present data and information to District and Campus leadership, School Board, students and parents.
- Provide assessment and data literacy (Assessment Framework) opportunities to align assessment data to district and campus improvement plans and the LISD Strategic Plan.
- Foster collaboration with the internal and external LISD community for development and feedback opportunities.
- Collaborate with district leaders to ensure these systems align with other strategic initiatives.
- Compile, maintain, and file all reports, records, and other documents required, including mandatory reports to TEA.
- Comply with policies established by federal and state law, State Board of Education rule, and local school board policy.
- Monitor state and federal legislative processes for potential impact on assessment systems.
- Design, conduct and oversee research and evaluation projects aligned to programs within the district.
- Produce and disseminate meaningful and relevant analyses, reports and data representations for internal and external stakeholders.
- Manage assigned budget; develop forecast models and monitor expenditures.
- Hire, supervise and maintain an effective team capable of completing assigned goals. Evaluate job performance of staff to ensure effectiveness. Promote a positive working environment among subordinates and between departments.
- Provide adequate training for staff when new methodologies/systems are implemented.
- Establish an organizational climate that provides high-quality, friendly customer service courtesy, that focuses on problem resolution.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

- Supervises state assessment staff and K-12 Coordinator of Academic Measures.

#### **GENERAL QUALIFICATION GUIDELINES**

##### **Education/Certification/Experience:**

- Bachelor's degree in education or related field required. Master's degree in Education, Curriculum and Instruction, Research and Evaluation, or a related field from an accredited university preferred.
- Principal's Standard Certificate/Mid-management Certificate preferred.
- Supervisory experience required. Principal experience preferred.
- Minimum of 3 years' experience in educational leadership or administration.

**Knowledge/Skills/Abilities:**

- Knowledge of curriculum and instruction, including data-driven instruction, assessment, and student data ownership; analytical tools, statistical methods.
- Knowledge of systems thinking and continuous improvement philosophy, tools, and processes; and information management, security, and analysis.
- Knowledge of and ability to implement student profiles, portfolio development and learning exhibition processes.
- Ability to implement systems to foster student and adult ownership of learning
- Skill in problem solving; strategic planning; customer interface; written and oral communication; organization; organizational leadership; and MS Excel and Word.
- Ability to create and maintain databases, spreadsheets, and other office documents; implement policy and procedures; create and present information in a variety of formats to various audiences including administration, teachers, parents, community, and board; plan and conduct effective staff development opportunities; and willingness to attend training; read/research as needed to extend knowledge in continuous improvement and assessment; and technology.

**Mental/Physical/Environmental Demands**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on a long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations, and services.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations inside and outside the district.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.
- Ability to work in a fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate supervised employees, other staff, and community members.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours. Work with frequent interruptions.
- Frequent districtwide travel and occasional statewide or out-of-state travel.
- Maintain composure and professionalism at all times.