



SUPERINTENDENT OF SCHOOLS

Rev. February 2026

Job No.: SUPT

Reports to: Board of Trustees

Dept./Campus: Superintendent Office

FLSA Status: Exempt

Pay Grade: SS

Term: 226 Days

PRIMARY PURPOSE:

The Superintendent of Schools serves as the chief executive officer and educational leader of Leander ISD, providing visionary leadership to advance student achievement, operational excellence, and a positive district culture. The superintendent is responsible for implementing Board priorities; ensuring compliance with state and federal law; leading instructional, operational, and financial systems; and maintaining strong relationships with students, staff, families, and the broader LISD community.

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

Board Relations and Governance

- Serve as the primary advisor to the Board of Trustees, providing timely, accurate, and strategic information to support informed decision-making.
- Implement Board-adopted policies and priorities with fidelity, transparency, and consistency.
- Prepare agendas, reports, and recommendations for Board meetings and workshops.
- Maintain a professional, collaborative, and trust-based relationship with the Board consistent with the Board-Superintendent governance model.

Instructional Leadership and Student Success

- Serve as the district's chief instructional leader, ensuring high-quality teaching and learning for all students.
- Lead the development, implementation, and monitoring of instructional programs aligned with TEKS, state accountability standards, and LISD strategic goals.
- Ensure equitable access to rigorous academic programming, including advanced academics, special education, multilingual services, career and technical education, and fine arts.
- Use data to drive continuous improvement in student outcomes and close achievement gaps.

Strategic Planning and Organizational Leadership

- Lead the execution and continuous refinement of the district's strategic plan, ensuring alignment between goals, resources, and measurable outcomes.
- Anticipate and proactively address challenges related to enrollment growth, demographic shifts, staffing, facilities, and funding.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Foster a culture of innovation, collaboration, and continuous improvement across campuses and departments.

Fiscal Stewardship and Operations

- Serve as the district's chief financial steward, ensuring responsible management of public funds.
- Oversee the development and administration of the annual district budget, aligned with Board priorities and long-term financial sustainability.
- Provide leadership over district operations, including facilities, construction, transportation, safety, technology, and support services.
- Ensure strong internal controls, financial transparency, and compliance with all applicable laws and regulations.

Human Capital and Culture

- Recruit, develop, evaluate, and retain high-quality district leadership, including principals and central office administrators.
- Promote a positive, inclusive, and high-performing organizational culture that values professionalism, collaboration, and employee well-being.
- Support effective labor relations and clear, consistent communication with employees.
- Ensure systems for performance evaluation, professional learning, and leadership development are aligned to district goals.

Community Engagement and Advocacy

- Serve as the chief spokesperson for Leander ISD, building trust and credibility with students, families, staff, community members, and media.
- Communicate clearly and transparently during times of change, growth, and challenge.
- Advocate for Leander ISD and public education interests at the local, regional, and state levels.

Compliance, Ethics, and Risk Management

- Ensure district compliance with all applicable federal and state laws, including Texas Education Code, TEA rules, and Board Policy.
- Promote ethical leadership, integrity, and accountability throughout the organization.
- Oversee risk management, safety planning, and crisis response efforts to ensure safe and supportive learning environments.

Perform additional duties as assigned by the Board of Trustees

SUPERVISORY RESPONSIBILITIES

- Supervises all district personnel directly or indirectly, except as otherwise provided by law or Board policy.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in education or related field; Doctorate preferred.
- Valid Texas Superintendent Certificate

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- Successful senior-level leadership experience in public education, preferably as a superintendent, deputy/assistant superintendent, or equivalent.
- Demonstrated experience leading a large or growing school district, including budget development, facilities planning, and organizational change.
- Proven record of improving student outcomes and building strong leadership teams.

Knowledge/Skills/Abilities

- Knowledge of curriculum and instruction; effective leadership strategies; District policies; state and federal laws related to public education; acceptable human resource/supervisory practices and principles; systems thinking; continuous improvement philosophy; effective coaching models and tools; school finance.
- Skills in self-direction, organization, multitasking, communication, and public and interpersonal relations.
- Ability to evaluate instructional programs, manage budgets and staff, implement policies and procedures, and use computer and application software.

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 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 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.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- 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.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.