



DEPUTY SUPERINTENDENT, LEARNING & INNOVATION

Rev. April 2026

Job No.: 1502

Reports to: Superintendent

Dept./Campus: Learning and Innovation

FLSA Status: Exempt

Pay Grade: 105

Term: 226 Days

PRIMARY PURPOSE:

To provide strategic leadership in administering the programs of curriculum, instruction, empowered learning, school leadership and supporting functions through goal setting, planning, organizing, coordinating, decision-making, communicating, and evaluating with a focus on continuous improvement. Support and develop principal leadership for exceptional learning experiences through coaching and supervision. Provide operational leadership support in the areas of safety, security, and crisis management.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on affecting 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

- Serve as an extension of the Superintendent in advancing the district's vision, mission, and strategic priorities.
- Support the Superintendent in all areas of administrative decision-making.
- Lead cross-functional strategic initiatives and ensure timely execution of district priorities.
- Promote a culture of collaboration, accountability, and continuous improvement across the organization.
- Ensure clear communication, alignment, and follow-through on key initiatives and expectations.
- Model ethical leadership, professionalism, and a commitment to equity and excellence.
- Lead and oversee all aspects of curriculum, instruction, assessment, and instructional innovation.
- Ensure high levels of student achievement through the design, implementation, and monitoring of instructional programs.
- Supervise and develop Area Superintendents and instructional leadership teams.
- Develop and implement systems for principal supervision, coaching, and leadership development.
- Lead district efforts related to instructional improvement, academic programs, and student performance outcomes.
- Ensure alignment of curriculum, instruction, and assessment with state standards and district goals.
- Use qualitative and quantitative data to monitor student outcomes and inform continuous improvement.
- Design and deliver professional learning systems for instructional and leadership staff.
- Build and sustain a strong pipeline of school leaders through targeted development and support.

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.

- Ensure implementation and monitoring of instructional accountability systems to drive continuous improvement.
- Oversee the selection, development, and evaluation of instructional materials and academic programs.
- Support campuses in analyzing data and implementing strategies to improve student learning outcomes.
- Ensure instructional programs meet the diverse needs of all students through equitable and inclusive practices.
- Lead the development and implementation of innovative learning models and instructional practices.
- Partner with Administrative Services to ensure campuses receive aligned instructional and operational support.
- Collaborate with the Deputy Superintendent of Administrative Services to support continuous improvement efforts in teaching, learning, campus leadership, and operations in partnership with other Cabinet members to ensure a focus on student learning.
- Collaborate with Deputy Superintendent of Administrative Services to lead Cabinet, Chiefs, and Assistant/Area Superintendents in the development, deployment, and on-going management of strategic initiatives.
- Collaborate with Cabinet to develop strategies and broad departmental objectives; establish methods, techniques and evaluation criteria for projects, programs, and people in achievement of strategic objectives.
- Engage with the board of trustees in the development and implementation of strategic initiatives.
- Assist the Superintendent with the development and implementation of the district's 5-year strategic plan and District Improvement Plan in alignment with Core Beliefs, Vision, Mission, and priority goal areas.
- Oversee the preparation and administration of the budget for assigned departments.
- Employ collaborative decision-making processes and foster team building to achieve high performance.
- Facilitate support for principals with other departments to effectively lead schools.
- Provide leadership to ensure understanding and promotion of the District's Guiding Documents.
- Attend board meetings and prepare reports as directed by the superintendent.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise and evaluate the performance of Area Superintendents and Assistant Superintendents.
- Oversee supervision of all Teaching and Learning and School Leadership staff.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in education, administration, or related field; Doctorate preferred.
- Mid-management or principal certification required.
- Progressive experience in strategic public education programs, including experience as a campus principal and principal supervisor.
- Central Office experience preferred.

Knowledge/Skills/Abilities:

- Knowledge of curriculum and instruction; effective leadership strategies; District policies; acceptable human resource/supervisory practices and principles; systems thinking; continuous improvement philosophy; and effective coaching models and tools.
- 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.