



Pecos-Barstow-Toyah ***Independent School District***

Job Title: Executive Director of Elementary Schools
Reports to: Superintendent
Dept./School: Academic Services Team

Exemption Status/Test: Exempt
Pay Grade: Admin/Professional
Date Revised: 04/24/2026

Primary Purpose:

Responsible for the overall management of the district's Elementary curriculum and instruction. Lead the strategic planning and implementation of elementary curriculum and instruction programs. Ensure that the development and delivery of elementary curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement. Support the superintendent in all academic achievement areas, including administrative decision-making, and work toward implementing those decisions.

Qualifications:

Education/Certification:

- Master's degree in education administration
- Mid-Management Certification, Principal, Principal as an Instructional Leader, or equivalent
- The Texas Principal Evaluation and Support System Certification (T-PESS)
- AEL or ILD Certification
- Superintendent's Certification, preferred
- Valid Driver's License

Special Knowledge/Skills:

- Familiarity and knowledge of district instructional programs and services
- Extensive knowledge of how effective schools operate
- Thorough knowledge and understanding of federal, state, and local accountability measures; state and local assessments; and Every Student Succeeds Act (ESSA) requirements
- Proven ability in aligning curriculum, instruction, and assessment to standards; implementing and evaluating academic programs; leading and facilitating collaboration among departments; and analyzing and utilizing data effectively to improve instruction
- Proven ability to improve student academic achievement by executing instructional programs effectively, building a highly functional leadership team, and making data-driven decisions
- Excellent leadership, communication, public relations, report writing, organizational, and interpersonal skills
- Ability to apply analytical techniques to identify and resolve problems.

Experience:

- Five (5) years of successful administrative experience at the campus and/or district level, preferred
- Successful experience in leading a school's academic system, preferred

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the District's mission, vision, and beliefs.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as examples for PBT-ISD students.

Major Responsibilities and Duties:

Executive Leadership & Strategic Direction

1. Lead the development, implementation, and evaluation of district-wide teaching and learning goals aligned to the district strategic plan and campus improvement plans.
2. Ensure coordinated implementation of instructional initiatives, strategic priorities, and performance objectives across all campuses and departments.
3. Foster a student-centered, results-oriented culture focused on continuous instructional improvement and increased student achievement for all student groups.
4. Serve as a key member of the Superintendent's executive leadership team, providing strategic guidance on academic matters.
5. Present academic performance data, program updates, and strategic recommendations to the Superintendent and Board of Trustees.
6. Articulate the district's instructional philosophy and academic vision to internal and external stakeholders.

Instructional Leadership & Program Management

7. Oversee the development, alignment, and delivery of curriculum and instructional programs consistent with district goals and state standards (TEKS).
8. Ensure curriculum documents are systematically reviewed, revised, and aligned to the Texas Essential Knowledge and Skills (TEKS) and State of Texas Assessments of Academic Readiness (STAAR).
9. Monitor instructional program effectiveness using student performance data, research-based practices, and stakeholder input; recommend and implement improvements as necessary.
10. Lead district-level decision-making processes related to instructional programs and classroom practices using collaborative and problem-solving methodologies.
11. Engage principals, curriculum specialists, and instructional staff in evaluating and selecting instructional materials, tools, and technology.
12. Ensure adequate time, resources, materials, and technology are allocated to support instructional goals.
13. Facilitate the development and implementation of innovative instructional programs to meet district and campus performance objectives.
14. Conduct comprehensive needs assessments and oversee development of annual Program Improvement Plans, including formative and summative evaluations.

Campus Leadership & Principal Supervision

15. Supervise and evaluate campus principals in accordance with the Texas Principal Evaluation and Support System (T-PESS).
16. Mentor and support novice and developing principals to strengthen instructional leadership capacity.

17. Provide leadership and guidance to campus administrators to ensure alignment of campus programs with district vision and strategic objectives.
18. Support campuses in meeting performance targets for all student populations, including at-risk and special program students (Pre-K–12).

Data, Assessment & Accountability

19. Ensure the data used to evaluate educational programs are sufficient, objective, and accurate.
20. Analyze, interpret, and utilize student achievement and growth data to identify academic needs and drive improvement strategies.
21. Oversee administration, integrity, and compliance related to state assessments and accountability systems.
22. Ensure maintenance and accuracy of instructional information systems data, including transcripts, grade placement, LPAC documentation, special education documentation, attendance compliance, and state assessment records.
23. Monitor educational research, instructional trends, and assessment practices to inform district improvement efforts.

Professional Development & Staff Capacity

24. Oversee district professional development to ensure alignment with instructional priorities and campus needs.
25. Facilitate leadership development for campus administrators and instructional staff.
26. Support the implementation of the teacher appraisal system and participate in designated teacher evaluation processes.
27. Select, supervise, train, and evaluate curriculum and instruction personnel; make recommendations regarding assignment, retention, discipline, and dismissal.
28. Review and revise job descriptions within curriculum and instruction and federally funded programs to ensure compliance with funding requirements.
29. Promote professional growth through participation in professional organizations, conferences, and educational research.

Policy, Compliance & Governance

30. Ensure compliance with federal and state law, State Board of Education rules, and local board policy in all curriculum and instruction matters.
31. Develop and recommend administrative regulations and operating procedures as needed.
32. Compile, maintain, and submit required reports and documentation in a timely and accurate manner.
33. Monitor adherence to district policies, governmental regulations, and reporting requirements.
34. Follow and enforce district safety protocols and emergency procedures.

Budget & Resource Management

35. Develop and administer the curriculum and instruction budget in line with documented needs and district priorities.
36. Ensure cost-effective operations and prudent management of instructional funds.
37. Evaluate the efficiency and effectiveness of instructional resource allocation and recommend adjustments as appropriate.

Communication & Community Engagement

38. Establish and maintain professional, collaborative relationships with principals, teachers, staff, parents, higher education partners, and community stakeholders.

39. Clearly communicate instructional goals, expectations, and performance results.
40. Encourage and support meaningful parent and community involvement in academic initiatives.
41. Support district communication efforts, including presentations, public reports, and appropriate use of media platforms to highlight academic success.
42. Provide exceptional customer service to all stakeholders.

Professional Standards & Conduct

43. Demonstrate high standards of ethical, professional, and independent conduct.
44. Maintain regular and punctual attendance to ensure continuity of district operations.
45. Support and uphold the school district's goals, objectives, and policies.
46. Perform other duties as assigned by the Superintendent.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department.

Mental Demands/Physical Demands/Environmental Factors:

- Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions; frequent keyboarding and use of the mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 20 pounds)
- Environment: Frequent districtwide travel and occasional statewide travel; occasional prolonged and irregular working hours
- Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. Demonstrate knowledge of written board policies, administrative regulations, curriculum documents, memoranda, budgets, state reports, accreditation documents, and any other sources of information that would reveal elements of the written, taught, and tested curriculum and linkage among these elements.

This document outlines the general purpose and responsibilities associated with this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor's Name (Printed): _____

Supervisor's Signature: _____ Date: _____