

**Waco Independent School District
JOB DESCRIPTION**

Job Title: Director – Opportunity Culture

Wage/Hour Status: Exempt/At-Will

Reports To: Asst. Supt of HR and
Ex. Director of PD

Pay Grade/Days: 106/226

Dept./School: Administration

Date Revised: September 2020

Primary Purpose:

The Opportunity Culture Director leads the efforts of the district or charter management organization (CMO) and its schools to extend to many more students the reach of excellent teachers, excellent principals, their teams, and related critical supports for instructional excellence by implementing Opportunity Culture models. The Opportunity Culture Director manages the Opportunity Culture design process for the district design team and each school’s design team to ensure consistency and fidelity to the five Opportunity Culture Principles, which are strongly correlated with student learning growth. The director also collaborates closely with district/CMO leadership and offices to organize and disseminate information, develop and provide support for staff members, continuously monitor fidelity of Opportunity Culture implementation and progress throughout the district/CMO. The director coordinates with external residency programs providing certification and degrees to Opportunity Culture educators. The director collaborates with Public Impact to ensure high-quality implementation and ongoing collection and use of key data to ensure excellent outcomes

Qualifications:

Education/Certification

Master’s degree in Education required

Special Knowledge/Skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Excellent public relations, organizational, communication and interpersonal skills

Ability to speak effectively before groups of employees, the school board, or other organizations

Experience

Campus Leadership Experience (Principal or AP experience preferred)

Experience in managing multiple projects, including adapting to evolving projects

Experience in researching, collecting, analyzing, and preparing data and generating related reports

Have minimum of four years of professional experience in education

Have previous K–12 classroom teaching experience with evidence of high-progress student outcomes

Major Responsibilities and Duties:

Team Leadership

1. In all actions, convey strong belief that all students can learn.
2. Ensure the district's and each school's adherence to the five Opportunity Culture Principles, which are strongly correlated with student growth.
3. Serve as the Opportunity Culture expert for schools and help others learn Opportunity Culture design, while developing own expertise with Public Impact's help.
4. Communicate the Opportunity Culture vision and goals through a collaborative, team-oriented design process.
5. Hold others accountable for completing tasks and meeting deadlines necessary for results.
6. Build effective relationships with Opportunity Culture educators, district departments, and district leadership.
7. Anticipate and respond appropriately to adjustments needed to keep Opportunity Culture design and implementation progressing, if/when barriers arise.
8. Set and maintain rigorous selection criteria for Opportunity Culture roles, with a focus on serving students whose needs historically have not been well met.
9. Build processes to ensure diversity in advanced roles and the overall teaching workforce.
10. Regularly communicate information and updates about Opportunity Culture with schools and district.

Planning and Preparation

11. Facilitate Opportunity Culture design sessions for teachers and district and school leaders, always including teachers.
12. Adjust Opportunity Culture design process for local needs.
13. Ensure that Opportunity Culture school plans align with the Opportunity Culture Principles and the district vision.
14. Coordinate across all departments to ensure that quality of design and implementation improves education for students whose needs historically have not been well met.
15. Communicate Opportunity Culture information to internal and external staff and stakeholders to successfully promote Opportunity Culture.

Developing Others

16. Set high expectations of achievement, with ambitious and measurable goals, for all school leaders and teachers in Opportunity Culture roles.
17. Lead and coach teachers and school leaders in the design process for Opportunity Culture roles.
18. Ensure that the daily, job-embedded coaching Opportunity Culture teachers get aligns with relevant district training.
19. Facilitate the training and support of all staff in Opportunity Culture roles by providing professional learning that capitalizes on their strengths and improves areas of development.

Progress Monitoring

20. Ensure that the district and each Opportunity Culture school continue to maintain fidelity, through robust plans and implementation, to the Opportunity Culture Principles.
21. Use School Excellence Portal and coordinate with district departments to gather, analyze, and communicate Opportunity Culture outcomes and fidelity of implementation, with support from Public Impact.
22. Respond to data and feedback from educators in Opportunity Culture roles to continuously improve practices that are barriers to Opportunity Culture success.

23. Regularly visit Opportunity Culture schools to gather observational data on Opportunity Culture implementation and coaching of all in leadership roles.
24. Hold principals and teachers accountable for ambitious, measurable standards of academic achievement and instructional excellence.
25. Improve using data from Public Impact about the district's performance compared to other Opportunity Culture districts, and reasons for strengths/weaknesses.

Professional Responsibilities

26. Advocate for equitable student access to excellent teachers, especially for students whose needs have historically not been well met.
27. Be consistently oriented toward acting on what is best for students and their teachers, and lead others in that orientation.
28. Hold self and others to high standards, relentlessly pursuing solutions to persistent challenges.
29. Respect and adapt to people across all lines of differences including racial, ethnic, and other identities.
30. Maximize time and resources using effective time management and organization systems.
31. Solicit and eagerly receive feedback from supervisor and team members to improve professional skills.
32. Commit to diversity and equity in all components of role.

Supervisory Responsibilities:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, work with frequent interruptions. Some districtwide and statewide travel. Occasional prolonged and irregular hours.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.