



La Joya Independent School District
Academics & School Leadership
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School Board
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JOB DESCRIPTION

Job Title: Deputy Chief of Instructional Supports & School Leadership

Wage/Hour Status: Exempt

Reports to: Chief of Academics & School Leadership

Dept./School: Academics and School Leadership

Initiated Date: February 2025

WHO WE ARE

La Joya Independent School District (ISD) is committed to excellence for students and our community. We have a strong, 100-year legacy in the Rio Grande Valley. The district's vision - Educational Excellence: The Right of Every Student - conveys our urgent focus on students.

Our work is rooted in five district priorities, which require collaboration and deep commitment to supporting one another as we serve the community.

1. Customer Service
2. Trust & Transparency
3. High-Quality Instruction
4. Excellence in Leadership
5. Integrity & Accountability

We are focused on ensuring every student in La Joya ISD has access to a high-quality, best-fit school as we work to improve from a B-district to an A-rated district. We serve more than 22,000 students in more than 30 schools and span six municipalities, covering more than 220 square miles.

WHO WE ARE LOOKING FOR

We are seeking an executive leader that can create, nurture and lead a system that creates excellent opportunities and outcomes, from Pre-K through post-secondary, for students. The ideal candidate will have demonstrated impact on student outcomes, accelerating student growth, building strong systems anchored in multi-partner and cross-team collaborations, conducting to and responding to strategic data analysis, building strong community relationships, creating a culture of support and excellence, and coaching and developing staff and other leaders.

You will support the Chief in bringing together Academics and School Leadership to improve support for school leaders and educators, working to improve the quality of instruction, intervention, and implementation of curriculum and resources. You will oversee coaching and support of department leaders and school leaders, building and sustaining a high-quality professional learning system. You will be responsible for ensuring systems of support and leadership development exist to achieve the district's student outcome goals.

You must have the commitment and urgency, and strategic system leadership skills needed to establish excellence and build structures to sustain that excellence over time. You will have to be skilled in adaptive change management in a very fast environment.

WHY LA JOYA ISD

You will be joining a district that is building on a legacy of achievement while rapidly improving and creating systems to reach new heights for student outcomes. You will receive intentional, targeted support in your leadership journey and have access to the highest-quality, research-based resources and instructional materials. We are also a district focused on continuous improvement and rigorous analysis of where we need to grow and learn.

QUALIFICATIONS

Education/Certification:

- Master's degree required; preferred in Education, Educational Leadership or related field
- Doctorate degree preferred in Education, Educational Leadership or related field
- Valid or eligible to receive Texas Principal Certification, MEd-Management Certification or Superintendent's Certificate
- Currently or eligible to become T-TESS certified preferred

Experience:

- Minimum of three year's teaching experience
- Experience as a Principal required
- Experience as a district-level leader strongly preferred

Special Knowledge and Skills

- Proven success in leading a school or district community toward continuous improvement in academic goals with a relentless pursuit of academic excellence for all students
- Proven experience in educational leadership with a focus on school administration and instructional leadership development
- Deep knowledge of curriculum and instruction as well as evidence-based practices in multiple content areas
- Demonstrated experience with coaching and developing other leaders and developing and leading professional learning systems
- Proven experience to use and interpret data to inform decision-making processes that allow for intentional actions and lead to improved student/campus achievement
- Expertise in performance evaluation and goal setting for school leaders
- Exceptional interpersonal and communication skills (written and oral)
- Leadership, management, and organizational skills
- Experience with diverse populations
- Bilingual (English/Spanish) preferred

MAJOR RESPONSIBILITIES AND DUTIES

Executive Leadership

1. Serve as a transformational leader working to create a best-in-class learning environment and school system.
2. Engage with Board members, Cabinet members, and community members and partners to advance the interests of La Joya ISD and ensure educational excellence for every student.
3. Serve as a key communicator for district strategies, workstreams and projects, representing the Chief and Superintendent as assigned.
4. Participate in professional development and training to improve skills related to job assignment.
5. Foster collegiality and team building among all staff members, centrally and at campuses.
6. Provide for two-way communication with staff, students, parents, and community.

7. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
8. Develop and set annual performance objectives.
9. Lead the development of the district improvement plan with staff, parents and community members.
10. Delegate leadership responsibilities as appropriate, ensuring strong systems of monitoring, support, and feedback for campus staff.

Instructional Supports & School Leadership:

1. Promote the expectation for high-level performance from staff and students and recognize excellence and achievement.
2. Support the Chief to determine the goals, objectives, and priorities of Academics & School Leadership (A&SL) programs.
3. Lead the strategic vision and execution of core academic programs, supports and services to prepare students for on grade-level achievement as well as life after high school, including with Early Learning and Bilingual/Migrant programs.
4. Lead, support, and oversee the strategies, workstreams, and initiatives of all assigned Academics & School Leadership teams, ensuring strong collaboration, communication, planning and execution across teams.
 - a. Supervise: School Leadership Executive Directors, Humanities, Math & Science, Early Learning, and Bilingual/Migrant teams, along with any others assigned (specific assignments may be changed)
5. Collaborate with other district Chief's and team leaders to improve support and services to campuses and students.
6. Develop campus leader capacity and support campus system-building to ensure students are and remain on a path for success.
 - a. Provide cutting-edge, research-backed support to principals and school leaders, including coaching, mentoring, and ongoing professional learning, to enhance their capacity as instructional leaders who foster enriching learning and working environments.
 - b. Guide school principals and assistant principals in adopting best practices for instructional leadership, management, and school culture.
 - c. Provide ongoing support and coaching to school administrators, addressing challenges and leveraging opportunities for leadership growth.
 - d. Analyze and report on the effectiveness of school leadership development programs and initiatives, making data-informed recommendations for enhancements.
7. Ensure high-quality instructional materials and resources are implemented with fidelity.
8. Develop and monitor instructional and administrative processes to ensure that instructional practices are aligned to evidence-based practices and implemented with fidelity.
9. Utilize campus data for corrective action leading to improvement, as well as for recognition of success.
10. Evaluate and adjust educational programs and approaches to ensure rapid student acceleration.
11. Disaggregate and interpret data in order to assist in developing appropriate next steps for campus and district improvement.
12. Support campus leaders in analyzing data and developing action plans to improve teaching and learning.
13. Provide professional learning to support campus leaders, teachers, and staff in accomplishing the district's student outcomes goals.

Professional Learning Community (PLC's)

1. Ensure strong Professional Learning Communities (PLC's) systems exist at each campus, supporting campus leaders with implementation.
2. Ensure PLCs develop and improve campus leader and team capacity.
3. Develop and nurture a system of strong Instructional Leadership Teams (ILTs) at each campus.
4. Develop and lead a comprehensive professional development program for school leaders, focusing on innovation, instructional excellence, and operational management.
5. Facilitate collaboration among school leaders to share best practices, resources, and strategies for continuous improvement.

Effective Feedback

1. Provide coaching and meaningful feedback to campus leaders and A&SL staff with the intent of improving employee performance and impact.
2. Provide instructional and programmatic feedback to administrators and staff based on observations, walk-throughs, data analysis, and stakeholder feedback.
3. Conduct thorough evaluations and goal-setting sessions with school administrators and staff, ensuring alignment with district objectives and educational standards.
4. Coach and develop the assigned direct reports in A&SL.

Culture & Climate

1. Create, cultivate and lead a culture of excellence, support, and community for all stakeholders.
2. Facilitate effective and timely resolution of conflicts.
3. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
4. Ensure systems and programs exist that enhance students' social, emotional, behavioral, and academic achievement.
5. Oversee the integration of wellness and inclusion initiatives into school leadership practices and policies.
6. Support and oversee improvement in campus social-emotional and behavioral support programs, leading to improved attendance, reduced chronic absenteeism, and improved discipline.
7. Follow all policies, practices, and procedures that create optimal learning conditions for students with special needs in alignment with IDEA.

Personnel Management

1. Select, train, supervise and evaluate all assigned staff fairly and in alignment with proper policies and procedures.
2. Ensure accurate documentation on any and all recommendations relative to assignment, retention, discipline and dismissal.
3. Observe employee performance, record observations, and conduct evaluation conferences with staff with the lens of both support and accountability for all employees.
4. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.

School or Community Relations

1. Articulate the mission and purpose of A&SL to the community and solicit its support in realizing the mission.
2. Communicate with parents, families, and communities on a regular and consistent basis to ensure clear and consistent messaging to parents.
3. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

Management of Fiscal, Administrative, and Facilities Functions

1. Ensure all employees follow proper protocols to maintain accurate records as required.
2. Ensure campus structures, and master schedules, facilitate the strategic needs of the district and students.
3. Support campuses in completing all associated administrative duties and tasks in a timely manner
4. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports.
5. Develop budgets based upon documented Needs Assessments, estimated enrollment, personnel, and other entitlement funding streams; implement programs within budget limits; maintain fiscal control; accurately report fiscal information.
6. Comply with district policies, state and federal laws and regulations affecting schools.

Other duties as assigned.

Supervisory Responsibilities

Supervise and evaluate the performance of staff assigned, including Executive Directors in Academics and School Leadership.

WORKING CONDITIONS

Physical Demands

Typical demands of an office environment, including extensive computer use and district-wide travel for meetings and events. Lifting and carrying of books, boxes, and audiovisual equipment, light (15-20 pounds), climbing, stretching, visual acuity, walking, pulling, bending, stooping, climbing stairs, reaching, pushing, sitting, kneeling, standing, and twisting, may be required to control behavior through physical restraint.

Work Environment

Primarily office-based with regular interaction with district staff, educators, students, families, and community members. Campus visits will be required as needed and as a part of ensuring program implementation with fidelity and monitoring of service delivery models. Attendance at evening or weekend events may be required. Occasional prolonged and irregular hours.

Reading, supporting instruction, demonstrating computer skills appropriate for assignment, effective communication and interpersonal skills, ability to work well with students, concentration (detailed work), interpretive skills (policy, procedure, dates), reasoning skills, understanding verbal instructions, analyzing, differentiating, memorizing, coordinating, compiling, and computing.

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress.

POSITION WORKING DAYS

226 days

COMPENSATION

Based on the district's approved compensation plan.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

Employee's Signature: _____

Supervisor's Name: _____

Employee's ID: _____

Supervisor's Signature: _____

Date: _____

Date: _____