

# AUSTIN ISD

## JOB DESCRIPTION

JOB TITLE:	<b>DEPUTY SUPERINTENDENT OF TEACHING, LEARNING AND LEADING</b>			PAY GRADE:	CAD 8
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	07/22/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED				

### **JOB PURPOSE AND ADDITIONAL INFORMATION:**

The Deputy Superintendent of Teaching, Learning, and Leading is a key member of the Superintendent's Cabinet, responsible for driving district-wide academic achievement, instructional excellence, and leadership development. This visionary leader will guide the transformation of teaching and learning with a relentless focus on innovation and school improvement that intentionally prepares all students for success in college, career, and community building. This position oversees the Office of Teaching, Learning, and Leading. The Deputy Superintendent will develop alignment amongst key District initiatives: School Improvement, Curriculum Redesign, Special Education, and Multilingual Education.

This position leads and fosters collaboration between the Assistant Superintendents and Executive Directors within the Office of Teaching, Learning, and Leading to ensure coherence and continuity of programming across the District including but not limited to instructional initiatives, fine arts, school counseling, and mental health and wellbeing. This position will support campuses, teachers, principals, and staff in implementing a coherent PK-12 strategy to improve the academic performance of all learners; close the student achievement and opportunity gaps; ensure effective program implementation; lead the coordination of curricular adoptions, resource alignment, and resource distribution; provide support to build leadership capacity that results in improved student outcomes; and ensure appropriate support is provided to campuses through Executive Directors, Directors, and the Office of Teaching, Leading, and Learning personnel.

### **MINIMUM REQUIREMENTS:**

A Master's degree or higher from an accredited college or university in educational administration, educational leadership, or curriculum and instruction is required. A valid Texas Mid-Management, Administrative certification, or equivalent is required. Ten (10) years of progressively responsible experience is required and must include a minimum of three (3) years of teaching experience and a minimum of five (5) years of district-level and/or campus administrative experience. Five (5) years of supervisory experience is required. Principal experience is preferred. Experience in planning, developing, and implementing educational policies and programs is required. The incumbent must be proficient in Google Suite, Microsoft applications, and have the ability to use software to create spreadsheets, databases, and monitor and evaluate complex data. A valid driver's license is required. This position will require frequent travel to campus and District locations and occasional out of district travel.

### **SKILL REQUIREMENTS:**

#### Leadership Skills:

- Demonstrate a deep commitment to transparent decision-making that aligns to our Austin ISD Values.
- Build strong, trusting relationships across departments, schools, and the community through active listening, shared ownership, and collective problem-solving.
- Utilize a strategic design plan approach for planning, decision-making, and program development.
- Build high-impact leadership teams that implement instructional programs resulting in improving student academic outcomes.

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- Lead with empathy, humility, and respect. Collaboratively foster a culture of kindness, psychological safety, and support for both students and staff.
- Embrace the unique strengths, values, and history of the local community. Seek to understand and honor local culture, voices, and lived experiences in shaping district priorities and policies.
- Apply leadership and culture-building skills to collaboratively lead a large staff at the executive director level and coach reports in management of large programs.
- Demonstrate fiscal responsibility with integrity and in accordance with state, local and federal policy.
- Ability to handle difficult and stressful situations with professional composure.
- Maintain high levels of professionalism.
- Monitor/assess the performance of self, other individuals, or organizations to initiate informed improvements or corrective actions.

### School Improvement

- Lead, supervise, and manage the Office of Teaching, Learning, and Leading School Improvement Team.
- Direct school improvement strategies for underperforming schools, ensuring alignment with research-based best practices and state/federal requirements.
- Provide direct supervision and support to school improvement principals, leadership teams, and school improvement officers.
- Develop and monitor School Improvement Plans, and Targeted Improvement Plans focused on student achievement, data-informed instructional practices, climate and culture, leadership capacity, and stakeholder engagement.
- Ensure school improvement frameworks include early warning systems, evidenced-based intervention practices and supports, real-time data analysis, and continuous improvement cycles.
- Secure and manage state and federal funding streams tied to school improvement and innovation efforts.

### Instruction and Curriculum Development Skills:

- Utilize curriculum and instructional strategies that are grounded in current theory, research, and best practices prioritizing relevance to our students' experiences, engagement, and rigor.
- Provide expertise knowledge of special populations, particularly with regard to current national research and best practices. Knowledge of federal and state guidelines and District policies and procedures regarding special population students' services and programs.
- Apply knowledge of assessment and accountability systems, and data collection, management, and analysis.
- Partner meaningfully with the community, campus and district personnel to co-create instructional tools, curriculum, and strategies that the Austin ISD community's local context.
- Build tools, frameworks, and supports that help principals lead effective teaching and learning in ways that are aligned to school goals and district values.
- Utilize knowledge of effective research-based strategies, theories, techniques, and methodologies.

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- Apply knowledge of the Texas Essential Knowledge and Skills (TEKS).
- Provide knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership theory, and coordination of people and resources.
- Align curriculum instruction and assessment and implement instructional programs by leading and facilitating effective collaboration among departments and instructional leadership teams.
- Utilize skill in instructional program design, implementation, and management.
- Apply skill in professional development program design, adult learning theory and implementation of staff development facilitation.

### Communication and Public Relations Skills:

- Provide public relations, organizational development, communications, and interpersonal relations.
- Utilize written and oral communication skills including ability to interact with and influence all levels of headquarters and campus staff, parents, and community members.
- Prioritize listening as a core leadership skill, creating space for dialogue, seeking to understand multiple perspectives, and actively incorporating feedback into decision-making.
- Collaborate and work effectively with students, teachers, administrators, and the community to exemplify Austin ISD **Value, culture of respect, transparency, and data-informed decision making to build trusting relationships with each other and those we serve.**
- Build teams and communicate effectively in writing as appropriate for the needs of the audience.
- Present, facilitate, and develop professional learning grounded in Adult Learning Theory and designed to enhance instructional, administrative and leadership practices.
- Ability to present information in one-on-one, small group, and large group situations to students, parents, and District staff.
- Skill in working with initiatives that require collaboration with District, outside agencies, and organizations.

### ESSENTIAL FUNCTIONS:

- Serve on the Superintendent's leadership team and attend all Board meetings and other District and community functions as needed.
- Drive school improvement initiatives.
- Interface with governmental agencies, business, civic, employee organizations, and the community to provide needed information and to promote the District's educational initiatives. Build and maintain a strong relationship between the community and the District by articulating the goals of the District and providing information on programs, practices, and policies that affect schools.

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- Work collaboratively with the Superintendent and the leadership team to implement and monitor instructional programs and maximize student achievement at all schools.
- Develop parameters and expectations to guide the Assistant Superintendents in overseeing the process for campus leadership selection, orientation, development, and campus operations.
- Make recommendations to the Superintendent on termination, suspension, or nonrenewal of employees.
- Maintain a commitment to the District's mission, vision, values, and strategic goals.
- Guide the Assistant Superintendents in developing short and long-range plans to meet the objectives of the District and assume responsibility for the management of administrative procedures in all campuses.
- Provide leadership to all personnel to ensure that all campuses are operating effectively toward achieving District goals and individual campus performance standards.
- Evaluate Assistant Superintendents and oversee the evaluation of Executive Directors.
- Analyze district and school-level performance data to identify trends, measure impact, and guide strategic decisions; ensure data literacy at all leadership levels.
- Select, train, supervise, and evaluate professional and administrative staff, and make recommendations relative to assignment, retention, discipline, and dismissal.
- Demonstrate professional, ethical, and responsible behavior.
- Develop, clearly articulate, and implement a compelling vision for the District's curriculum and instruction for each content area by grade level, to ensure rigorous and standards-aligned curriculum, instruction, and instructional support in every classroom, for every student.
- Plan, implement, and evaluate instructional programs including learning objectives, instructional strategies, and assessment techniques.
- Ensure the efficient and effective delivery of educational and support services through day-to-day coordination and supervision of all curriculum, instruction, and professional learning functions.
- Oversee a comprehensive professional learning program that provides relevant training and development opportunities for campus administrators, teachers, and other educational staff that will improve teaching and learning.
- Supervise all operational components of the instructional program for schools including campus and student improvement initiatives, workforce needs and allocations, and staff training needs.
- Recommend policies and develop procedures for effective implementation of instructional programs.
- Strategically manage and allocate resources (money, people, time, etc.) aligned to student needs. Collaborate with the Superintendent's Cabinet to allocate necessary resources to meet the operational, academic, extra-curricular, and support service needs of each campus.
- Build and lead a highly effective, innovative team that is assessed on its ability to continually improve instructional practices to ensure coherence of design and implementation of all instructional initiatives.
- Develop intentional collaboration opportunities that develop instructional programs and implement reform models designed to improve achievement of all students.

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- Assure that the District's curriculum is aligned with TEKS objectives. Work with appropriate staff to develop, revise, and maintain curriculum documents based on systematic review and analysis. Ensure that initiatives are coordinated and integrate both academic content and instructional strategies.
- Manage the development, implementation, and monitoring of short and long range goals and objectives in support of an overall strategic plan for curriculum, instruction, and professional learning.
- Oversee the monitoring and reviewing of test data and using findings to develop District and campus plans and instructional strategies to ensure high levels of achievement for all student groups.
- Ensure the use of appropriate technology to approve the selection, deployment, and evaluation of new technologies and software for all students and campuses.
- Research and stay current with all federal and state rules, policies, and guidelines. Responsible for training and supervision at all levels to maintain District compliance.
- Builds authentic, trust-based relationships with students, families, staff, and community members by demonstrating respect, empathy, and responsiveness.
- Oversee campus safety procedures and techniques to perform job duties including lifting, climbing, and operating tools and equipment according to established safety procedures.
- Address unsafe conditions in the work area and promptly report any conditions that are not immediately correctable.
- Provide an exceptional experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

### **OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is generally performed in a standard office environment but may require some travel to different District locations. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

### **PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the Superintendent and supervises executive leadership of the Office of Teaching, Learning and Leading.

*The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

I have read & acknowledge the job description above.

Employee Signature:

Date: