

Executive Director of Data Science & Innovation

4400 West 18th Street, Houston, Texas (US-TX), 77092, United States

ID: 30801

Job Description

Location: Hattie Mae White

Department: Academics Data Strategy & Innovation

Area:Northwest

Contract Months:12

Salary Range: \$170,000.00 – \$195,000.00

Academic Year: 25-26

JOB SUMMARY

The Executive Director of Data Science and Innovation leads a team of data scientists and analysts working specifically to build and maintain data applications, dashboards, and other data products for the Academics department. The ED will have a strong project management skillset and will work well with both technical and non-technical stakeholders to translate business vision to technical product. The ED will manage a team that has built incredible district-wide applications that have enabled us to progress monitor and improve quality of instruction and academic outcomes.

MAJOR DUTIES & RESPONSIBILITIES

- - Collaborate with key stakeholders to identify emerging trends, challenges, and opportunities, and adjust strategies accordingly.
 - Drive innovation and continuous improvement, ensuring the department remains at the forefront of its field.
 - Operational Management:
 - Oversee the day-to-day operations of the department, ensuring the delivery of high-quality services and programs.

- Develop and implement policies, procedures, and systems to streamline operations and ensure efficiency.
- Monitor and analyze departmental performance metrics, making data-driven decisions to optimize outcomes.
- Budget and Resource Management:
 - Develop and manage the department's budget, ensuring responsible financial practices and resource allocation.
 - Identify funding opportunities and cultivate relationships with external partners, sponsors, and donors.
 - Maximize the use of resources, seeking cost-effective solutions while maintaining service quality.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

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- Stakeholder Engagement:
 - Build and maintain strong relationships with internal and external stakeholders, including staff, partners, clients, and community organizations.
 - Represent the department in external forums, conferences, and events, enhancing its visibility and influence.
 - Collaborate with stakeholders to understand needs, gather feedback, and ensure the department's programs and services are aligned with expectations.
- Team Leadership and Development:
 - Provide effective leadership and guidance to departmental staff, fostering a culture of excellence, collaboration, and professional growth.
 - Recruit and retain top talent, promoting diversity, equity, and inclusion within the department.
 - Facilitate ongoing professional development opportunities to enhance staff skills and capabilities.
- Policy Development and Compliance:

- Develop and implement departmental policies, procedures, and guidelines, ensuring compliance with relevant laws and regulations.
- Stay updated on industry trends and best practices, proactively adapting policies and practices to maintain compliance and promote innovation.
- Monitor and address any potential ethical or legal issues, maintaining the highest standards of integrity and accountability.
- Collaboration and Partnerships:
 - Collaborate with other departments, agencies, and community organizations to leverage resources and enhance the 07856 of programs and initiatives.
 - Seek opportunities for collaborative projects and partnerships to address community needs and achieve shared goals.
 - Represent the department in collaborative efforts and contribute to the development of cross-functional strategies.

EDUCATION

Bachelor's degree in a relevant field such as public administration, business management, or a related discipline. A Master's degree is preferred.

WORK EXPERIENCE

Proven experience of at least 10 years in a leadership role, preferably in a related field or industry.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Demonstrated success in strategic planning, organizational management, and achieving measurable results.

Strong financial acumen and experience in budgeting, financial management, and resource allocation.

Excellent leadership and interpersonal skills, with the ability to inspire and motivate teams to achieve goals and objectives.

Exceptional communication skills, both verbal and written, with the ability to effectively articulate the department's mission and impact.

Strategic thinking and problem-solving abilities, with a track record of driving innovation and change.

Knowledge of relevant laws, regulations, and industry best practices.

Experience in building and maintaining strategic partnerships and collaborative relationships.

Commitment to the department's mission, vision, and values.

LEADERSHIP RESPONSIBILITIES

Directs two or more levels of management deploying ongoing key initiatives covering multiple areas of discipline with direct accountability for results in terms of effectiveness, costs, methods, and employees. Establishes achievement objectives and assignments for multiple disciplines/functional areas and possibly departments. Evaluates recommendations of others, deciding on course of action in ambiguous situations, and oversees the deployment of innovative solutions. Collaborates with senior leadership to develop strategies and broad departmental objectives; establishes methods, techniques and evaluation criteria for projects, programs and people in the achievement of strategic objectives. Directly supervises principals and indirectly supervises all teachers in the feeder-pattern(s). Full management responsibilities for multiple schools including all aspects of line responsibility.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Advises on budget development for department.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing

methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the district itself and is short term.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions include schools, non-school departments, central office, senior, and executive management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds

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