

Executive Director of Instruction

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

ID: 25831

Job Description

Location: Hattie Mae White

Department: Chief of Schools

Area: Central

Contract Months: 12

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

Academic Year: 25-26

JOB SUMMARY

The Executive Director of Instruction plays a critical leadership role in HISD's high-performance culture by overseeing and supporting approximately 10–15 schools. This position is responsible for leading a cross-functional team to ensure each campus delivers rigorous, high-quality instruction while addressing the academic, social, and emotional needs of all students. The Executive Director is accountable for improving instructional quality and student outcomes across a feeder pattern by coaching, evaluating, and developing principals through a pay-for-performance framework rooted in clear, data-informed metrics.

As a key member of the leadership team, this role partners with Division Chiefs and other district departments to align resources and supports for schools, ensuring principals are equipped to lead instructionally excellent campuses. This position embodies HISD's vision for system-wide transformation by building capacity, removing barriers to success, and ensuring all students are on a pathway to long-term economic opportunity and civic participation.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Build and supervise a team of campus support leaders to develop and grow effective

instructional leadership at every school, ensuring a unified focus on instructional quality and classroom impact across the feeder pattern.

2. Provide leadership in principal coaching and performance management, supporting data-driven decision-making and continuous instructional improvement to elevate academic outcomes and student well-being.

3. Champion equity and inclusivity by supporting principals in addressing the needs of all student populations—including students with disabilities, English learners, and those experiencing poverty—with intentional strategies and targeted resources.

4. Foster positive school culture and stakeholder engagement by guiding principals in driving satisfaction among families, staff, and students while maintaining a relentless focus on student academic growth.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

5. Serve as a cross-functional leader, ensuring schools receive effective and timely operational support—including human capital, finance, facilities, transportation, nutrition, and services for special populations—aligned with instructional priorities.

6. Ensure compliance with state and federal regulations by supporting principals in meeting safety, academic, and operational accountability standards across all school operations

7. Perform other job-related duties as assigned, contributing to the district's broader mission of excellence and transformation through responsive, high-quality service to schools.

8. Perform other job-related duties as assigned.

EDUCATION

Master's Degree

WORK EXPERIENCE

5+ years of successful experience as principal or other related position, ideally

Thorough knowledge of board policy and procedures; working knowledge of federal and state laws regulations, policies and procedures

Proven effectiveness as coach or mentor of others in leadership positions

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Microsoft Office

Teacher Certification

School Administrator Certification

School Principal leadership preferred

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 organization 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.

- Valid Texas driver's license with applicable insurance coverage.
- Tools/Equipment Used: Standard office equipment, including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: Prolonged or irregular hours, including some weekends; frequent districtwide travel

Houston Independent School District is an equal opportunity employer.