POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Deputy Director, Programs</th>
<th>STATUS:</th>
<th>Exempt</th>
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<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Senior Director, Programs</td>
<td>HOURS:</td>
<td>Full Time</td>
</tr>
<tr>
<td>DATE:</td>
<td>November 2019</td>
<td>DEPT:</td>
<td>Educate Texas – RGV Focus</td>
</tr>
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**Educate Texas Vision**
A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

**Educate Texas Mission**
Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

**RGV FOCUS Vision**
Our vision is for all Rio Grande Valley (RGV) learners to achieve a degree or credential that leads to a meaningful career. We will achieve this by strengthening each step of the educational pathway, better connecting our education system, and aligning community resources to provide the support learners need to succeed throughout high school and postsecondary in order to pursue a meaningful career in the RGV and beyond.

**RGV FOCUS Mission**
Our mission is to transform college readiness, access and success in the four counties of the Rio Grande Valley: Cameron, Hidalgo, Starr and Willacy.

**Summary**
The Deputy Director, Programs will serve as the regional lead in facilitating stakeholders’ engagement with district and campus leadership, Education Service Centers, workforce partners, and institutions of higher education to ensure successful implementation of the College & Career Readiness School Models Blueprints and framework. This individual will manage 3-4 leadership coaches who facilitate campus-level professional development and program implementation, should be data-fluent and willing to transition from directorial duties to on-the-ground support and technical assistance as needed. This position is based in the Rio Grande Valley.

**Key Responsibilities**
- Develop practices to support the implementation of the Texas Education Agency’s Blueprints and Outcomes Based Measures (OBMs) for the College & Career Readiness School Models (CCRSRM), including: Early College High Schools (ECHS), Texas Science, Technology, Engineering and Mathematics (T-STEM), and Pathways to Technology Early College High School (P-TECH).
- Coordinate the collaboration of Education Service Centers, higher education partners, workforce and economic development partners, and chambers of commerce to support district and campus needs throughout the region and across Texas.
• Must be willing to travel overnight (both in/out of state) up to 25% of the time.
• Ensure a high level of knowledge and expertise in K-12 education, higher education, and workforce and economic development within the region.
• Collect and analyze data to develop regional plans, goals, and budgets.
• Identify and develop solutions for campus policies and structures to better align campus systems to the CCRSM Blueprints.
• Build the capacity of campus leaders to develop strong community relationships which promote pathway alignment and successful transition to and through postsecondary and entry into targeted high-wage, in demand careers.
• Develop and lead regional professional development convenings.
• Perform other related duties as assigned to ensure efficient and effective leadership practices, regional scalability and capacity building.

Organizational Responsibilities

• Manage and perform day-to-day activities for your area
• Implement strategy developed by supervisors and Educate Texas Leadership and contribute to discussions regarding long-term strategy
• Support budget oversight and maintenance, fundraising efforts, and communication pieces for your area
• Manage and develop individual team members as needed

Qualifications

• Master’s degree required, with relevant graduate education preferred
• 5 years of project management experience with significant team and/or client management responsibility
• Experience with curriculum development and school leadership preferred
• Knowledge of secondary and post-secondary education and its infrastructure and regulations in Texas preferred
• Knowledge and understanding of national research on professional development practices

Skills & Requirements

• Experience planning and managing projects and/or programs
• Experience developing and implementing evaluative processes
• Training/coaching experience with individuals in leadership positions
• Ability to cultivate trusting, collaborative professional relationships
• Willingness to work independently and with others in a wide variety of circumstances
• Excellent oral and written communication skills
• Deadline-oriented with strong time-management skills
• Ability to maintain confidentiality
• Familiarity with K-12 education, higher education, and regional labor market and workforce needs within assigned region
Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If interested, please send your cover letter, resume and salary expectations to: careers@cftexas.org