



**Job Title:** Chief of Schools

**Department:** Chief of Schools

**Reports To:** Superintendent

**Grade:** XG-05

**Number of Days:** 12 Months

**Security Access:** Education Service Center

**Overtime Status:** Exempt

**Last Revised Date:** April 15, 2016

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day as we strive to make Tulsa Public Schools a destination for excellence:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The Chief of Schools is responsible for driving educational excellence across all networks of schools in Tulsa Public Schools. The Chief of Schools leads the educational performance of the district by establishing a clear vision and strategic direction for instructional leadership, school culture and school improvement initiatives. The Chief of Schools will lead efforts to build world-class schools that will provide for powerful, personalized learning that is engaging and joyful for all students and staff. The Chief of Schools will work in close

collaboration with the Chief Learning Officer and other leaders across the organization to improve instructional quality and school cultures with the goal of creating a high-performing learning organization that ensures students will graduate ready for success in college, career and in life.

**Minimum Qualifications:**

**Education:**

- Master’s Degree in education, school administration or a related field plus additional course work required for licensure as a Principal or District-Level Administrator
- Current, valid Oklahoma administrative certificate

**Experience:**

- Expert instructional leader with at least 5-10 years of teaching and leadership roles in public education, inclusive of a track record as a successful principal
- Supervisory and leadership development experience with principal supervisors and school leaders
- Demonstrated results in improving academic outcomes for students at scale
- Proven experience in leading effective teams and individuals, managing organizational change and initiating key innovations

**Other:**

- Alignment with mission, vision and core values of Tulsa Public Schools
- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems for teaching and learning including experience with multilingual, multicultural and special education students
- Highly effective organizational and consensus building skills
- Exceptional communication ability, both written and oral (with individuals and groups)

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- In collaboration with the Chief Learning Officer and the executive leadership team, develops a network strategy for implementation of the district’s instructional vision and is accountable for implementing initiatives and strategies aligned with Destination Excellence and that improve learning opportunities for all students
- Develop, articulate and enact a compelling vision and theory of action for school leadership and transformation in TPS
- Supervise and develop the leadership of TPS’ Instructional Leadership Directors and ensure high performing school support teams that integrate a data-driven, equity-focused, and multi-tiered approach
- Serve as a senior district leader and key member of the Leadership Team focused on building coherence and positive relational trust while representing and advocating for the needs of all TPS schools
- Drive coherence among professional learning and leadership development initiatives for school leaders and school teams in collaboration with other district office departments
- Collaborate with Instructional Leadership Directors to identify data and tools of highest use to schools and that best enable decision making

- Provide leadership and oversight for TPS instructional leaders and teams and build systemic, coherent alignment across these areas and individuals. Develop the skills of people across teams to design, test, iterate and measure ideas that transform schooling
- Effectively represent the collective work of TPS schools to both internal and external audiences; demonstrate and convey clear understandings and communications with stakeholders, executive leadership team, existing and potential partners and funders, and manage a variety of complex situations, crisis incidents, and media inquiries as appropriate
- Communicate with all departments on a regular basis and ensure effective systems and structures are in place to maintain a results-focus, efficiency, and drive toward student achievement goals of the strategic plan
- Maintain a cutting-edge awareness of the promising practices and innovations in programs and policies for teaching, learning, and school design that are emerging locally and nationwide and help bring these practices to TPS
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and skills are important for the successful performance of assigned duties.

*Instructional knowledge and expertise:*

- Ability to lead in a culture of collaboration and achievement
- Strong analytic, performance management, and systems-thinking orientation
- Proven ability to cultivate a team of school leaders and a highly effective community of practice
- Proven experience establishing and implementing leadership development systems and process to accelerate performance in school leaders
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites

*Empathy and commitment to cause:*

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Unwavering belief that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

*Communication, interpersonal and team skills:*

- Ability to be a team player, to coach, coordinate, and lead teams as well as collaborate vertically and horizontally across the organization
- Strong verbal and written communication skills; builds consensus and resolves conflicts; exhibits willingness to have difficult conversations
- Skillfully navigates existing political structures/systems

*Problem solving and systems thinking:*

- Innovative, forward thinker with a demonstrated competency in strategic thinking and leadership
- Makes decisions using data and technology
- Ability to work with ambiguity in a complex and dynamic environment
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offers innovative solutions to seemingly intractable problems
- Exhibits strong focus on goals and results; sets clear metrics for success
- Thrives in achievement-oriented and fast-paced environment
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed

*Leadership skills:*

- Knowledge of effective change management for culture, systems and practices
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets
- Ability to be self-reflective and willing to incorporate feedback into professional learning methods

**Supervisory Responsibilities:**

- Directly supervises all of the Instructional Leadership Directors, the Executive Director for Student and Family Supports, the Athletics Director, Principal and AP Coaches and the Strategic School Design Specialist

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*