



Job Title: Academic Coordinator

Department: Teaching and Learning

Reports To: Teaching and Learning Directors

Grade: EG-03

Number of Days: 12 Months

Security Access: Education Service Center and Wilson Learning Center

Overtime Status: Exempt

Last Revised Date: May 31, 2017

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:

- **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: Provides leadership in the development, implementation, and evaluation of a comprehensive curriculum and instructional program; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to the district curriculum.

Minimum Qualifications:**Education:**

- Master's Degree required; Specialist degree preferred

Specialized Knowledge, Licenses, etc.:

- Oklahoma Teacher Certification in applicable content area
- Oklahoma Principal Certification preferred

Experience:

- Five years effective K-12 classroom teaching
- Two years effective instructional leadership and/or adult learning leadership

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.

- Develop the scope and sequence of curriculum aligned to district learning expectations to ensure college and career readiness for all students, including content objectives, units of study, instructional resources, and aligned assessments
- Assess the effectiveness of the district curriculum, including instructional resources, materials, strategies, and assessments; identifies best practices, areas for prioritization, and program evaluation
- Collaborate across departments to ensure instructional tools and curricula meet the needs of all learners
- Represent the district at relevant meetings including professional conferences and chair or serve on committees related to appropriate academic area, programs/projects, and/or specified curriculum
- Aid in the objective evaluation of both established and innovative programs to assess the effectiveness of materials, the methodology used in the program and the educational growth of the learner
- Assist district staff and site personnel in interpreting student test scores and recommending prescriptive materials and techniques to improve student performance
- Coordinates activities associated with districtwide consistency within their discipline(s)
- Provides district leadership timely data, information and resources regarding current trends, best practices and promising innovations in educational programs and processes or in areas of assigned responsibility
- Works effectively with district staff to plan and implement aligned professional learning experiences for teachers and leaders
- Responsible for designing and coordinating ongoing district-wide professional learning experiences in the area of assigned responsibility, including practices, systems, and materials that impact student learning
- Lead the development, review, and/or selection of instructional materials for various purposes in the district
- Assist with managing budgets, contract negotiations, materials ordering, and/or distribution of materials
- Develops and implements appropriate assessments to provide data on student growth and achievement, including benchmark assessments and interventions
- Analyze performance data on assessments to determine potential areas of emphasis within the curriculum and additional resources needed

- Provide expertise, information, and support to Instructional Leadership Directors, Principals, teacher leaders and staff
- Facilitate effective communication between Teaching and Learning and other district departments, school principals, staff, parents, and other stakeholders
- Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing TPS Core Values
- Keeps the department Directors informed of current critical issues and incidents about which they should be aware.
- Responsible for keeping up to date on current technology
- Remains knowledgeable and up-to-date on research, innovations, and best practices in the profession and ensures that staff members remain current
- 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 physical skills are important for the successful performance of assigned duties.

- Knowledge of research and best practices in instruction and learning
- Knowledge of teaching and learning processes.
- Ability to be a team player and collaborate with others inside and outside of the department on challenging and time sensitive projects
- Ability to meet deadlines and work in a highly organized manner
- Ability to interpret, analyze and use data
- Ability to think strategically, solve problems and execute with excellence
- Strong work ethic and self-motivation
- Deep knowledge and understanding of issues and concerns related to public education in a large, diverse urban school district
- Ability to be self-reflective and willing to incorporate feedback into practice
- Excellent presentation and public speaking skills
- Strong verbal and written skills
- Ability to communicate and interact effectively with a variety of audiences
- Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations
- Proficiency in Microsoft Office products, Google products, and data dashboards

Supervisory Responsibility:

- Coordinates selected Instructional Coaches and monitors the work of project teams

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

- 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.