



**Job Title:** Deputy Chief of Academics

**Department:** Teaching and Learning Office  
**Reports To:** Chief Teaching and Learning Officer  
**Grade:** XG-03  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Overtime Status:** Exempt  
**Last Revised Date:** April 18, 2017

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**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:** The deputy chief of academics is responsible for supporting the execution of the district's vision and direction for improving instructional quality for all students by developing engaging learning experiences for all students. Lead the aligned integration of the district's curriculum and instruction, assessment, professional learning, and language and cultural services teams with the goal of developing powerful and engaging experiences for all students. Support schools by developing instructional programs designed to improve

achievement and ensuring high quality instructional tools and systems are available to teachers and school leaders.

**Minimum Qualifications:**

- Master's degree in school administration or related field plus additional course work required for licensure as principal or district-level administrator
- Oklahoma administrative certificate
- Five or more years of relevant experience with an outstanding track record as a school principal (or equivalent); urban schools experience preferred
- Deep knowledge of standards, curriculum, instructional practices, school improvement, leadership development, and accountability testing
- Five or more years of experience in the design, integration, implementation of large complex system to improve student results
- Demonstrable success leading strategic educational initiatives

**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.

- Support the district's vision and strategic direction for academic services to improve the quality of learning experiences for students and prepare them for success in college, career and life
- Support the reduction of the variability in curricula, instruction, and assessment and implement a vertically aligned curriculum and assessment system, which includes the management of the roll-out of learning standards, and consistent delivery of instruction
- Monitor accountability systems and evaluation rubrics and leverage resulting data to inform the chief learning officer of concerns, possible changes, ideas, or progress
- Collaborate with instructional leadership directors, talent management, and other divisions and departments to ensure support to teachers and the effective delivery of instructional programs and services to all schools
- Collaborate with schools to develop instructional programs and implement reform models designed to improve achievement of all students
- Serve as a district representative regarding academic affairs in meetings with governmental, legislative and business and community
- Maintain current knowledge of educational reform and instructional best practices in all aspects of K-12 urban education
- Collaborate with school departments, community agencies, local universities, research laboratories and other organizations to implement ongoing evaluation and improvement of instructional programs with particular focus to increase student achievement at underperforming schools
- Support the chief learning officer in management of allocation of materials and staff resources for academic departments, ensure their use for the purposes intended, and enforce appropriate accountability for disbursements and expenditures
- Support the chief learning officer in ensuring district compliance with State regulations and policies in monitoring, assessment, and reporting for all academic programs
- 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.

*Instructional knowledge and expertise:*

- Proven ability to develop and deliver programming that drives improved academic performance for all student populations; know effective practice for differentiating instruction
- Deep understanding of curricular frameworks, pedagogy, and quality classroom materials; experience developing and implementing curriculum for a wide variety of grade levels and subjects
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites
- Thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment

*Empathy and commitment to cause:*

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

*Communication, interpersonal and team skills:*

- Build and maintain strong relationships
- Work successfully alone or on a team
- Coach, coordinate, and lead teams
- Strong verbal and written communication skills; able to tailor message for the audience, context, and mode of communication
- Actively listen to others and able to effectively interpret others' motivations and perceptions
- Build consensus and resolve conflicts; exhibit willingness to have difficult conversations
- Skillfully navigate existing political structures/systems

*Problem solving and systems thinking:*

- Understand how various systems / departments interact to achieve the long-term goal
- Make decisions using data and technology
- Take initiative to solve problems and create stakeholder buy-in
- Identify and prioritize mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems
- Exhibit strong focus on goals and results. Set clear metrics for success
- Remove barriers or obstacles that make it difficult for principals to achieve their goals and ensure that school leaders have the resources they need to succeed

- Demonstrate excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines

*Leadership skills:*

- Motivate, inspire, and move other adults to action to achieve ambitious goals
- 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
- Build and maintain positive relationships with individuals and groups
- Move groups to consensus and resolve conflicts; exhibits willingness to have difficult conversations
- Build coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups
- Establish clear expectations, deliverables and deadlines
- Set clear agendas and facilitate effective meetings
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

**Supervisory Responsibilities:** Oversee the following:

- executive director of teaching and learning
- executive director of professional learning and educator effectiveness
- executive director of language and cultural services
- director of competency-based learning
- director of assessment
- support 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.*