



Job Title: Deputy Chief of Schools

Department: School Administration

Reports to: Chief of Schools

Grade: XG-03

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: October 30, 2018

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 Deputy Chief of Schools is responsible for supporting educational excellence across all networks of schools in Tulsa Public Schools. The Deputy Chief of Schools supports the educational performance of the district by establishing a clear vision and strategic direction for instructional leadership, school culture and school improvement

initiatives. The Deputy Chief of Schools supports efforts to build world-class schools that will provide for powerful, personalized learning that is engaging and joyful for all students and staff. Under the direction of the Deputy Superintendent, the Deputy Chief of Schools will work in close collaboration with the Deputy Chief Academic Officer and other leaders across the organization to improve instructional quality and school cultures with the goal of creating a high-performing learning organization which ensures that 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

Specialized Knowledge, Licenses, etc.:

- Current, valid Oklahoma administrative certificate

Experience:

- A minimum of 5 years of broad school leadership and instructional experience serving as a school
- Proven experience in leading effective teams and individuals, managing organizational change and initiating key innovations

Specific Training/Skills:

- A belief in the vision, mission and education model of Tulsa Public Schools with the ability to work in a fast-paced, entrepreneurial, flexible and autonomous environment
- And/or instructional leader in a school network or district entity along with 5-10 additional years of successful instructional expertise in realizing high levels of student achievement in a complex, multi-site, multi-regional environment
- Excellent communication, influencing and negotiation skills to interact effectively with all levels of the organization, the school network, and any external stakeholders
- 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 exceptional students

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, lead, and implement the vision for transformational leadership at Tulsa Public Schools, setting and monitoring academic priorities and goals; balancing consistency across schools with the unique needs of each school and network
- Lead a high-performing team, including senior-level leaders of schools; model and sustain a culture of high performance and service orientation among team members
- Instill a culture of leveraging data to drive equitable and differentiated decision-making
- Develop ongoing training, coaching, and professional development programs for instructional leadership directors, school leaders and teachers to ensure each school is staffed with high quality instructional staff and highly effective leaders; provide leadership in partnership with the Instructional Leadership Directors and school leaders in evaluating the effectiveness of programs as well as identifying and acquiring appropriate program resources to ensure that curricula are personalized, student-

focused and aligned with schools' missions, core values, academic standards, and strategic goals

- Provide regular, in-person coaching and other support to Instructional Leadership Directors, school leaders, and instructional leaders as they conduct formal classroom observations, facilitate professional learning opportunities, and provide feedback to school leaders, teacher leaders, and/or teachers
- Serve as a senior district leader and key member of the Senior Leadership Team focused on building coherence and positive relational trust while representing and advocating for the needs of all Tulsa Public Schools
- Effectively represent the collective work of Tulsa Public 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 Tulsa Public Schools
- 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 a culture of collaboration and achievement
- Strong analytic, performance management, accountability, and systems-thinking orientation necessary to inform strategy development and execution
- 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:

- Builds and maintains strong relationships

- Ability to be a team player and collaborate vertically and horizontally with other teams across the organization
- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; able to tailor the message for the audience, context, and mode of communication
- Actively listens to others and able to effectively interpret others' motivations and perceptions
- 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
- Understands how various systems / departments interact to achieve the long-term vision of Tulsa Public Schools
- 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
- Demonstrates 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:

- Knowledge of effective change management for culture, systems and practices
- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Skilled at re-envisioning, building, and managing a team, especially in a time of change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds and maintains positive relationships with individuals and groups
- Makes decisions in a timely manner
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations
- 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
- Establishes clear expectations, deliverables and deadlines
- Sets clear agendas and facilitates effective meetings
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skillsets

- Ability to be self-reflective and willing to incorporate feedback into professional learning methods
- Strong work ethic and self-motivation

Supervisory Responsibility:

- Directly supervises Instructional Leadership Directors and the Director of Strategic School Supports

Working Conditions: Exposure to the following situations may range from remote 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.