



Job Title: Design and Innovation Officer

Department: Superintendent's Office

Reports To: Superintendent

Grade: XG-01

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:

- **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: As a key member of the leadership team, the Design and Innovation Officer will drive and oversee all innovation and design related efforts within TPS. The Officer will be responsible for both assessing the status of current innovation efforts and driving a district-wide innovation strategy which will integrate and build on existing efforts while in parallel exposing a growing body of educators, students, and staff to innovative teaching, learning, and working practices.

Minimum Qualifications:**Education:**

- Master's degree in Education, Management or related field

Experience:

- Proven experience in leading effective teams and individuals, managing organizational change and initiating key innovations

Specific Training/Skills:

- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems for teaching and learning
- Highly effective organizational and consensus building skills
- Alignment with mission, vision and core values of Tulsa Public Schools
- 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.

- Operationalize the district's innovation strategy
 - The Officer will be responsible for inventorying and assessment of existing efforts toward both fostering a district-wide culture of innovation and encouraging classroom and school redesign in order to better understand current state, opportunities, and gaps
 - The Officer will drive all efforts toward school, classroom, and organizational design in line with the district innovation strategy including but not limited to the following: design district-wide competitions to generate interest and capture individuals and teams who demonstrate readiness and desire to partake in design challenges; provide support for selection, guidance, and implementation of school redesigns; empower individual teachers to engage in micro-design at the classroom level to drive personalized blended learning approaches; support the district with design and launch of personalized blended learning framework and models
 - In doing so, the Officer will develop an understanding for relevant national programs that will serve as exemplars for TPS but will also develop an acute understanding of TPS unique context in order to tailor to district's specific needs
 - The Officer will also work to secure the necessary funding for different design projects, manage existing, and select the relevant partners to help further embed new design practices into classrooms and schools
- Capture learnings and best practices in order to continuously improve
 - Guided by improvement science, the Officer will drive the development of practices to measure real time impact when building, testing and rolling out designs that foster classroom, school, and organizational innovation
 - The Officer will embed feedback and learning loops within program design, codify early successes, and create a communication mechanism to share learning across the organization

- The Officer will also make recommendations and base decisions such as program effectiveness, pilot expansion etc. on data and ongoing feedback from students, teachers, principals, school leaders as well as district staff
- Foster a district-wide culture of innovation
 - The Officer will define a target set of desired behaviors that promote innovation district-wide and are in line with TPS's Strategic Plan, Destination Excellence
 - The Officer will also capture and share existing best practices and provide incentives for staff to transform school and central office culture
- Support the overall vision and implementation of TPS's Strategic Plan, Destination Excellence
 - The Officer will serve as a key member of the Superintendent's cabinet and provide guidance and vision toward achieving Destination Excellence
 - The Officer will manage overall budget for the department and all activities related to innovation in line with established financial metrics and targets
 - The Officer will also establish standards for performance at the department level as well as standards for sourcing, hiring, training and developing all talent related to innovation
- 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 and Expertise:

- Extensive experience in project management at large scale
- Experience driving organizational change in a changing environment
- Understanding of design thinking methodology and improvement science
- Deep understanding of program design and performance management

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes 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
- Works successfully alone or on a team
- Possesses 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:

- Makes decisions using data and technology

- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer 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:

- 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 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

Supervisory Responsibilities:

- Directly supervises the Design and Innovation Specialist and oversees cross-functional teams

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.