Job Title: Director of Data-Driven Instruction

Department: Teaching and Learning Office
Reports To: Executive Director of Teaching and Learning
Grade: EG-9
Number of Days: 12 months
Overtime Status: Exempt
Last Revised Date: April 19, 2019

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 Director of Data Driven Instruction is a visionary leader and member of the Executive Director of Teaching and Learning’s team. This person will lead, implement, and supervise an on-going, aligned PK-12 comprehensive assessment strategy to support teachers, school leaders and district leadership in the effective use of data to inform instructional decision-making and planning. This person will also lead a team that will provide targeted expertise and guidance into school networks in continual improvement cycles through the collection, analysis and communication of student and school academic results to teachers, district leadership, families, and the community. The ideal candidate will be a strong
communicator and collaborator.

**Minimum Qualifications:**

**Education:**
- Master’s Degree required; Education degree preferred

**Specialized Knowledge, Licenses, etc.:**
- Oklahoma Teacher Certification highly preferred
- Oklahoma Principal Certification highly preferred

**Experience:**
- Five years effective K-12 classroom teaching
- Two (2) years of building or district leadership experience

**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.

- Embody and support the department in living the Tulsa Public Schools core values
- Lead the curation of aligned PK-12 formative, curriculum-embedded, interim, and summative assessments that provide teachers and school leaders with user-friendly, robust information about student progress and instructional next steps
- Drive PK-12 assessment cycles at the district and network level including establishing timelines, communicating school scheduling and instructional goals, communicating essential practices, curating tools, and providing school leaders support with the facilitation of strong cycles of data analysis
- In collaboration with the Data Strategy and Analytics team, create network and school level data reports and data responsive materials to analyze and address assessments in grades PK-12
- Lead analysis of annual and short cycles of student performance data and lead interpretation and communication of identified patterns to relevant parties according to identified student needs
- Lead the team members of the department to serve the needs of school leaders, teachers, district leadership and the broader community in capturing student performance, analyzing results, and collaborating to communicate outcomes to a variety of audiences
- Lead professional development for staff members to increase skills and ability to serve audiences
- Ensure all schools are knowledgeable and prepared to administer all state and district assessments
- Collaborate with district leaders to ensure the effective delivery of the various assessment data
- Keep abreast on relevant federal and state policy, including draft legislation in order to effectively advocate on behalf of Tulsa Public Schools
- Collaborate on educator effectiveness systems, with direct responsibility for leading the development and operation of a system to measure student outcomes as well as the student perception survey of teacher effectiveness as related to student performance
- Serve as a liaison between the district, the state, and other educational agencies in
the development, coordination, and implementation of new programs for instructional improvement

- 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.

- Extensive knowledge of effective assessment systems, assessment frameworks, and data-driven instructional practices
- Successful experience utilizing data to drive increased student achievement at the classroom and/school level
- Ability to design and launch aligned assessment systems to directly support the Tulsa Way for Teaching and Learning
- Knowledge of and successful experience designing and facilitating professional development and adult learning theories and best practices
- Knowledge and understanding of curricular frameworks, pedagogy, lesson planning, standards analysis, and quality classroom materials
- Familiarity with Tulsa Public Schools Learning Expectations and curricular resources
- Experience with culturally responsive teaching techniques (highly preferred)
- Ability to track and analyze performance data to uncover trends and act strategically and effectively to improve results
- Commitment to constant learning and improvement, in own work and the work of others
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Evidence of working successfully in teams or cooperative settings
- Evidence of problem-solving and scheduling skills needed to successfully achieve goals
- Strong written and oral communication skills and the ability to craft compelling messages aligned to our vision, mission and goals
- Works effectively and cooperatively with others in a team environment
- Ability to lead teams to successfully execute upon strategic priorities and deliver services to the schools’ teams in a responsive manner

**Supervisory Responsibilities:**

- Supervises the Managers of Elementary and Secondary Data-Driven Instruction

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

- Work with tight deadlines in an effort to be responsive to schools
- Standard office conditions
- Regular travel to school and district locations for on-site support, collaboration and progress monitoring
- The 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.