



**Job Title:** Director of Humanities

**Department:** Teaching and Learning

**Reports To:** Executive Director of Teaching and Learning

**Grade:** EG-08

**Number of Days:** 12-months

**Security Access:** Wilson Teaching and Learning Academy

**Overtime Status:** Exempt

**Last Revised Date:** April 16, 2016

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

## **Minimum Qualifications:**

### **Education:**

- Master's Degree required; Specialist degree preferred

### **Specialized Knowledge, Licenses, etc.:**

- Oklahoma Teacher Certification in Literacy/Humanities content area
- Oklahoma Principal Certification

### **Experience:**

- Five years effective K-12 classroom teaching
- Two years of building or district leadership experience

### **Other:**

- Alignment with mission, vision and core values of Tulsa Public Schools

**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.

### *Leadership:*

- Live the TPS Values of Equity, Character, Team, Excellence, and Joy by providing vision, leadership, and strategic direction to the Humanities Team
- Provides vision, leadership, and strategic direction to the literacy and humanities team
- Directs programs related to literacy and social studies
- Leads, coaches, develops and retains high-performing literacy and humanities staff responsible for selecting and creating curricular tools, guidance, systems, structures, resources, and communication
- Oversees the establishment of literacy and humanities curricula aligned to district learning expectations to ensure college and career readiness for all students; supervises the implementation of that curriculum
- Develops and implements appropriate assessments to provide data on student growth and achievement, including benchmark assessments and interventions
- Identifies best practices, areas for prioritization, and program evaluation for humanities instruction
- Ensures the quality and appropriateness of district-provided curricular resources
- Works effectively with district staff to plan and implement aligned professional learning experiences for teachers and leaders
- Ensures appropriate stakeholders are actively involved in curricular decision-making
- Implements feedback loops to inform policy and supports provided to schools
- Advises Executive Director of Curriculum & Instruction on budgetary needs; oversees budgets related to assigned area of responsibility
- Remains knowledgeable and up to date on research, innovations, and best practices in the profession and ensures that staff members remain current
- Represents the district at professional meetings and conferences

### *Management:*

- Lead, coach, develop, and retain high performing Humanities staff responsible for creating competency-based learning systems, structures, tools, resources, and communication

- Manage the Humanities budget in accordance with TPS budgetary policies and practices
- Oversee successful operations and human resources practices of the Humanities team and ensure compliance with all policies and procedures

*Communication:*

- Promote and communicate all aspects of change management related to literacy and humanities inclusive of competency-based learning and changing graduation guidelines
- Promote and communicate all aspects of literacy and humanities through marketing and outreach efforts
- Identify best practices, areas for prioritization, and program evaluation for district-wide literacy and humanities approaches and competency-based learning systems and structures
- Strategically manage communication and relationships with grant funders and vendors, as needed
- Implement feedback loops to inform policy and supports provided to schools
- Display ability to work collaboratively with others on a team
- Performs other related duties, including special projects, as requested by Executive Director of Teaching and Learning

**Skills and Abilities Required:** The following characteristics and skills are important for the successful performance of assigned duties.

- Knowledge of best practices in literacy and humanities instruction and learning
- Knowledge of effective change management for culture, systems, and practices
- Proactive and forward thinking
- Understanding of outcome-based performance evaluation of programs and services
- Ability to be a team player and collaborate with others inside and outside of the Office of Teaching and Learning on challenging and time sensitive projects
- Ability to meet deadlines and work in a highly organized manner
- Excellent presentation and public speaking skills
- Knowledge of standards-based education
- Ability to work with ambiguity in a complex and dynamic environment
- Deep knowledge and understanding of issues and concerns related to public education and the administration of a large, diverse urban school district
- Strong verbal and written communication skills
- Ability to think strategically and execute with excellence
- Strong work ethic and self-motivation
- Ability to be self-reflective and willing to incorporate feedback into professional learning methods
- Ability to maintain confidentiality in all aspects of the job
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

**Supervisory Responsibility:**

- Supervises and evaluates selected Academic Coordinators 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.*