



Job Title: Director of Performance Review

Department: Accountability and Research

Reports to: Assistant to the Superintendent for School and District Accountability

Compensation: EL-6

Number of Days: 12 Months

Overtime Status: Exempt

Last Revised Date: May 15, 2009

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: Responsible for the management and supervision of district directed and initiated programmatic research and reporting services; oversee the operation and modification of all programs for processing student records.

Minimum Qualifications:

Education:

- Minimum of a Master's Degree; doctorate preferred

Specialized Knowledge, Licenses, etc.:

- Must possess administrative certification

Experience:

- Minimum of ten (10) years of public education administrative 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.

- Develops and maintains the district's accountability systems
- Collects, analyzes and reports results relative to the district's accountability systems
- Reviews and makes recommendations to supervisors concerning requests to conduct research involving/using district personnel/students/data from outside agencies and persons
- Conducts various research projects as may be required
- Coordinates and supervises personnel associated with contracted research projects as may be required
- Monitors both internal and external research projects as may be required
- Provides advice and counsel relative to board policy development and administrative rules and regulations governing research practices and procedures
- Works collaboratively with appropriate representatives of internal and external organizations/institutions relative to district research activities and programs
- Maintains professional relationships with appropriate local, state, regional and national organizations and group
- Provides technical assistance to individuals conducting research on behalf of the district
- Facilitates analysis, review and utilization of research findings as may be appropriate
- Solicits and secures extramural support for research activities
- Develops reports of research activity and related findings and results
- Establishes partnerships with other local educational agencies and institutions with similar research interests and/or activities
- Supervises, directs and controls the professional activities of subordinates
- Participates in continuing professional development to enhance skills and abilities relevant to ongoing duties and responsibilities
- Coordinates research activities with relevant departments/offices/schools
- Facilitates and manages the effective utilization of allocated resources
- Develops an annual research plan for incorporation into the district master-planning scheme
- Maintain depository for active and inactive cumulative student records
- Supervise issuing of student transcripts
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts:

- *Internal:*
 - School leaders, faculty and staff
 - District Department, Office and Program Leaders and Staff
 - Family Representatives and Parent Organization Leaders/Members

- *External:*
 - Community Organization, Agency and Institution Leaders and Staff
 - Municipal Leaders and Staff
 - Faith Based Organization Leaders and Staff

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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

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.