



Job Title: Director of Secondary Learning

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: August 20, 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: At the highest level, this leader will ensure that every student at Tulsa Public Schools has access to high-quality instructional materials and resources that prepare students for college, careers, and life. The Director of Secondary Learning will lead the secondary content team, which is responsible for ensuring that every teacher has the tools, resources, and development needed to effectively lead all students to mastery of college and career readiness standards. We seek a leader who can establish and execute a vision for the development of an aligned curriculum, instruction, and assessment system, including a robust educator development approach that ensures all students graduate are college and career

ready. The leader will work collaboratively across departments and with school leaders and teachers to enable teachers to plan and deliver incredible instruction that ensures all students learn at high levels.

The Director of Secondary Learning reports directly to the executive director of Teaching and Learning and collaborates with other network team leaders to ensure our network support teams provide the vision, clarity, and quality resources needed to ensure every Tulsa Public Schools' student is on the path to make it to and through college and/or successfully enter the workforce. This is an extraordinary opportunity for an experienced educator, leader, and manager to work closely with high performing, results-oriented senior leadership team, principals and other directors and serve as a thought partner with the executive director and other organizational leaders.

Minimum Qualifications:

- Master's degree required; education degree preferred
- Current Oklahoma teacher and principal certifications highly preferred
- Five (5) years' experience in 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 Tulsa Public Schools' core values
- Manage the academic content team that is responsible for the development, implementation, evaluation and ongoing improvement of Tulsa Public Schools' aligned 6-12 academic model and curriculum
- Develop the capacity of academic content managers, academic partners, and others to articulate and build a strong program vision and model for their respective areas of responsibility
- Ensure coherence and alignment of the academic model with the Tulsa Way for Teaching and Learning
- Develop, with the team, the long-range strategy for how to best leverage the district's resources to ensure every Tulsa Public Schools' teacher can execute on a clearly articulated academic model and has the resources and professional development to do so
- In collaboration with other departments, ensure the alignment of academic services to create coherence and intentional sequencing of supports for secondary schools
- In collaboration with school and district leaders, determine the most effective and high-impact way to leverage team's time in a way that drives college and career readiness for every student across the district
- Ensure that Tulsa Public Schools develops and supports masterful teaching in every classroom by managing the:
 - Design and delivery of strategic, high-impact professional development that builds the capacity of our teachers across a range of skillsets and proficiency levels
 - Development of 6-12 vertically aligned, rigorous curricula and high-quality assessment

- Articulation of clear definitions of the Tulsa Way for Teaching and Learning as captured in the Tulsa Way rubric for teacher growth
- Articulation of program clarity and guidance for each core grade/subject that captures instructional excellence in those respective areas
- Development of training and observation tools to strengthen the quality of instruction in core content areas
- Development of high-quality instructional resources that provide teachers the tools they need to deliver a college and career-ready curriculum
- Keep abreast on relevant federal and state policy, including draft legislation in order to effectively advocate on behalf of Tulsa Public Schools
- 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
- 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.

- Knowledge and understanding of effective secondary academic models that drive improvements in student outcomes
- 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 high-quality classroom materials
- Familiarity with Tulsa Public Schools' learning expectations and curricular resources highly preferred
- 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 their 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
- Ability to lead teams to successfully execute upon strategic priorities and deliver services to secondary schools in a responsive manner
- Ability to thrive in a fast-paced environment, be flexible, and work autonomously as well as take direction when needed
- Ability to inspire and influence others; thrives on building a team and a common vision
- Strong coaching skills with the ability to differentiate coaching and management
- Highly motivated and capable of seeing projects through from beginning to end

- Strong analytical, communication, influence, and negotiation skills
- Belief in the Tulsa Public Schools vision, mission, and educational model

Supervisory Responsibilities:

- Managers of secondary academic content
- Secondary program manager
- PK-12 manager of fine arts

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

- Work on tight deadlines in an effort to be responsive to schools
- 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.