



Job Title: Executive Director of Early Childhood Education

Department: Talent and Learning Office
Reports To: Chief Teaching and Learning Officer
Grade: XG-01
Number of Days: 12 Months
Overtime Status: Exempt
Last Revised Date: October 13, 2017

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 Executive Director of Early Childhood Education will spearhead initiatives to ensure pre-k and the early grades in Tulsa Public Schools provide a solid foundation for all children to succeed. He or she will work within the Tulsa Public Schools Teaching and Learning team and collaborate with organizations providing programs and services before children enter Tulsa Public Schools to develop and implement a multi-year strategy with the end goal of providing pre-kindergarten through grade 3 (P-3) education that is

part of a broader birth through grade 12 continuum of high quality services that Tulsa Public Schools has outlined in Destination Excellence, the district strategic plan.

Minimum Qualifications:

Education:

- Minimum of a Master’s degree in Early Childhood Education or closely related field

Experience:

- 10 or more years of related experience in the field of education with a minimum of five years of administrative experience
- Experience working with a large school district

Specific Training/Skills:

- Understanding of Early Childhood evidence-based practices
- Deep awareness of cultural responsiveness strategies for ensuring educational success
- Proficiency in budget preparation and management; legal compliance; HR management
- Demonstrated educational leadership

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.

- Integrate research-based practices supporting all aspects of a young child’s development into P-3 curriculum, instruction, assessment, and family engagement
 - Review the current state of P-3 and Birth through Pre-k curriculum, instruction, assessment, outcomes, and family engagement in Tulsa and other communities
 - Develop and drive implementation of a plan for P-3 curriculum, instruction, and assessment moving forward informed by that review
 - Lead implementation of state Pre-k Inventory Pilot and development of plans to draw from that pilot in broader, district wide assessment plans
- Align the P-3 approach and with broader pre-k through grade 12 Tulsa Public Schools initiatives, while maintaining principles and practices specific to early childhood in pre-kindergarten through grade 3
 - Point for early childhood expertise
 - Advise Tulsa Public Schools colleagues on how early childhood instructional and assessment practices could support the district’s goals beyond third grade, for example, in the area of school climate, parent engagement, and social emotional development
 - Advise Tulsa Public Schools on other broader initiatives requiring early childhood specific expertise as necessary, for example, in the areas of talent recruitment and retention, longitudinal data tracking, research/evaluation studies involving the early grades, and drawing from lessons learned in targeted initiatives to shape system wide plans
 - Support the development and use of standards in P-3 aligned with college and career readiness standards used in grades 4-12
- Support a seamless continuum of high-quality education in the earliest years of a child development (birth through age eight)

- Serve as Tulsa Public School’s primary liaison to George Kaiser Family Foundation (GKFF) in the implementation and evaluation of the Birth through Eight Strategy for Tulsa (BEST) and with ImpactTulsa’s Executive Director of Early Learning for BEST related initiatives
- Serve as Tulsa Public Schools’s primary liaison to Educare and CAP Tulsa
- Develop and implement a framework for smooth transitions for children and families into Tulsa Public Schools from all pre-Tulsa Public School environments (e.g., center-based care, informal care)
- Actively participate in the development of kindergarten readiness plans with diverse stakeholders representing birth through age 5 settings
- Build on initiatives and programs offering high quality services before a child enters Tulsa Public Schools (through pre-k or kindergarten) in the P-3 approach to curriculum, instruction, assessment and family engagement
- Maximize participation of children in school, P-3
 - Increase enrollment in Tulsa Public Schools pre-K through a multi-pronged data driven approach to surface and address gaps in collaboration with Student and Family Support Services
 - Draw from lessons learned in addressing gaps in pre-k enrollment and attendance in the early years from Tulsa and other communities
 - Collaborate with ImpactTulsa and other partners as necessary
- 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:*
 - Executive Director of Early Childhood Education will report to the chief Teaching and Learning Officer
 - Two Program Managers will report directly to the Executive Director of Early Childhood Education
 - Work collaboratively with staff across departments and functions within the district, including but not limited to: Data and Accountability; Teaching and Learning; Professional Development; Innovation and Design; Language and Cultural services, Exceptional Student Support Services and Student and Family Support Services.

- *External:*

Catapult implementation partners	Reading Partners
Teach For America	Oklahoma State Department of Education
ImpactTulsa, Executive Director of Early Learning	Managing Executive Director, BEST
Educare	CAP Tulsa
Child Trends (BEST implementation study partner)	Local researchers focused on early childhood education
National researchers and other experts focused on ECE	Other early childhood district and state policymakers

Supervisory Responsibility:

- Early Childhood Education Program Managers

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

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- 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.