



Job Title: Executive Director, Language and Cultural Services

Department: Teaching and Learning Office

Reports To: Deputy Chief of Academics

Grade: XG-01

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: April 13, 2016

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 Language and Cultural Services will lead and execute a comprehensive system to support the academic success of English learners and multi-cultural populations. The Executive Director of Language and Cultural Services will direct services including but not limited to the development, implementation, support and evaluation of language acquisition programs, dual language immersion programs, Indian education services and language/cultural support services to families. Additionally, the Executive Director of Language and Cultural Services will provide support to schools to increase student

achievement, ensure equity and access, increase rigor, and close the achievement gap for students at all instructional levels.

Minimum Qualifications:

- Master's Degree in education, school administration or a related field
- Current, valid Oklahoma teaching or administrative certificate
- Bilingual education highly desired
- Expert leader with at least 5 years of teaching and/or leadership roles in language acquisition, language immersion, or cultural services in public education
- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems
- Highly effective organizational and consensus-building skills
- Alignment with mission, vision and core values of Tulsa Public Schools
- Exceptional communication ability, both written and oral (with individuals and groups)

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.

- Provide overall leadership to develop and continuously improve a system of comprehensive service to all English learners, and dual language learner students that contributes to and results in increased student achievement and closing of the achievement/opportunity gap district wide
- Collaborate with the Teaching and Learning team as well as instructional leadership directors to build capacity around English language development standards in connection with the district's instructional vision
- Coordinate, monitor and assess effectiveness of the district's programs for English learners and dual language learners
- Oversee the completion of all state and federal reports to meet the compliance requirements of district English Learner programs
- Manage state and federal funding for English Learners
- Stay current on state and federal legislation, mandates, guidelines, and curriculum frameworks around new ELD standards and disseminate the information
- Manage and supervisor professional learning in service of English Learners/Language Minorities
- Provide leadership and build capacity of instructional leaders, teaching and learning staff, special education teams and others to infuse best practices in English learners' instructional practices, tools and resources into respective unit planning
- Collaborate with instructional leadership directors on the coordination and articulation of K-12 programs, curriculum, assessments, professional development and other services
- Oversees budget development, grant management and day-to-day operations for dual language, English language development and Indian Education departments
- Collaborates with other departments to implement professional learning activities to ensure that programs and support services are implemented according to

regulations

- Collaborates with community-based organizations and identified partners to align program resources with district goals
- Coordinates the functions of multilingual education with other departments of the district as necessary
- Collaborates with other departments on the planning, recruitment, selection, orientation, and acculturation process of international teachers for dual language classrooms
- Compiles and submits state and federal reports as required
- Spends significant time at schools in direct and personal consultation with principals and district administrators to provide the full range of multilingual education needs
- Keeps informed of trends in assigned areas of responsibility, and other pertinent areas, such as federal, state and local laws, and district regulations, policies, and procedures
- 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.

Instructional knowledge and expertise:

- Deep knowledge and understanding of issues and concerns related to public education in a large, diverse urban school
- Experience in curriculum and instruction, differentiated strategies for diverse learners in both general and language acquisition and immersion settings
- Ability to use data to evaluate program effectiveness and subsequently create, implement and lead relevant changes to address the identified needs
- Organizational theory and its application in large school districts, including familiarity with "systems thinking," the ability to analyze organizational situations from structural, human resource, political, and symbolic frames
- Principles, practices, trends, goals, and objectives of public education, including current working knowledge in the area of dual language learner services and effective language acquisition programs and resources
- Strong computer skills including MS Office applications, web-based resources and email
- Proven successful experience utilizing technology tools designed to communicate, deliver instruction and analyze student data

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and team skills:

- Builds and maintains strong relationships

- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; able to tailor message for the audience, context, and mode of communication
- Builds consensus and resolves conflicts
- Skillfully navigates existing political structures/systems

Problem solving and systems thinking:

- Understands how various systems / departments interact to achieve the long-term goal.
- Makes decisions using data and technology
- Takes initiative to solve problems and create stakeholder buy-in
- Offer innovative solutions to seemingly intractable problems
- Exhibits strong focus on goals and results. Sets clear metrics for success
- Thrives in achievement-oriented and fast-paced environment
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines

Leadership skills:

- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Builds and maintains positive relationships with individuals and groups
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups
- Establishes clear expectations, deliverables and deadlines
- Sets clear agendas and facilitates effective meetings
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

Supervisory Responsibility:

- Supervises the Director of English Language Development, Director of Dual Language and Immersion, Coordinator of Indian Education and the division's Data Clerk

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
- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- 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.