



**Job Title:** Executive Director of Teaching and Learning

**Department:** Talent 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:** August 14, 2018

**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 Teaching and Learning will provide leadership in facilitating achievement of the district's mission and goals for teacher professional learning and student achievement. S/he will establish strategic vision for the district academic model that incorporates evidence-based best practices, data-informed priorities, and college- and career-ready expectations and ensures alignment of curriculum, instruction and assessment. S/he will provide vision and direction for the ongoing planning, development, implementation and evaluation of the district's curriculum and instructional services. S/he will ensure that the

district's curriculum and instruction priorities are aligned to college- and career-ready expectations and to instructional practices that yield the highest standards of student achievement and instructional excellence. S/he will also oversee the design of a comprehensive assessment system and the selection and implementation of assessments throughout the District.

**Minimum Qualifications:**

**Education:**

- Master's degree in school administration or related field plus additional course work required for licensure as Principal or District-Level Administrator

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

- Oklahoma administrative certificate

**Experience:**

- Five (5) or more years of relevant experience with an outstanding track record as a school principal (or equivalent); urban schools experience preferred
- Five (5) or more years of experience in the design, integration, implementation of large complex system to improve student results

**Specific Training/Skills:**

- Deep knowledge of standards, curriculum, instructional practices, school improvement, leadership development, and accountability testing
- Demonstrable success leading strategic educational initiatives
- Alignment with the 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.

- Provide vision and strategic direction for the district's instructional priorities, focused on building and supporting an aligned PK-12 instructional program
- Provide leadership to develop and continuously improve culturally responsive instructional practices that contribute to increased student achievement and closing of achievement and opportunity gaps
- Build the capacity of district and school leaders through professional curriculum and instructional leadership development
- Participate in ongoing review of proposed programs to assess their effectiveness and alignment with district priorities
- Supervise and monitor the implementation of annual academic initiatives
- Collaborate with Instructional Leadership Directors and other division leaders to align the design and implementation of instructional programs
- Work closely with the Educator Effectiveness and Professional Learning team to develop aligned, high-quality professional learning experiences for instructional staff that support student achievement across grades and content areas
- Collaborate with community-based organization and strategic partners to align resources and supports with district goals
- Supervise the completion of all state and federal reports to meet compliance guidelines for state and federal funding, instructional resources, programmatic guidelines, and graduation requirements

- Recruit, develop and retain a high-performing Teaching and Learning team
- 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 setting
- Deep knowledge of professional development and adult learning theories and best practices
- Demonstrated proficiency in designing, facilitating and leading adult learning
- Significant knowledge and understanding of college- and career-ready standards and learning expectations
- Significant knowledge and understanding of curricular frameworks, pedagogy, and high-quality classroom materials
- Knowledge of current educational research and best practices for instruction
- Deep understanding of culturally responsive teaching practices for student success

*Empathy and commitment to cause:*

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionate belief 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
- Works successfully alone or on a team
- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; able to tailor message for the audience, context, and mode of communication
- Actively listens to others and able to effectively interpret others' motivations and perceptions
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations
- 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
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems

- Exhibits strong focus on goals and results. Sets clear metrics for success
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed
- 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
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- 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 Teaching and Learning department directors: Director of Advanced Learning, Director of Assessment, Director of Humanities, Director of Mathematics and Science.

**Working Conditions:** Exposure to the following situations may range from remote 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.*