



**Job Title:** Education Pioneers Impact Fellow

**Department:** Teaching and Learning Office  
**Reports To:** Director of Academic Services and Impact  
**Grade:** BG-05  
**Number of Days:** 10 Months  
**Security Access:** Mason Education Service Center  
**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:** The Education Pioneers Impact Fellow will design and implement plans for year two of the Assessment for Learning pilot with the goal of enhancing formative assessment practices in Tulsa Public Schools pilot schools as a key catalyst of student growth. The Impact Fellow will work regularly with cross-functional district office leaders, school leaders and teachers to identify ongoing opportunities for improvement and architect the approach for scaling bright spots within pilot schools and across the district. The Impact Fellow will also work closely with our Novice Teacher Experience team to help ensure key learnings are incorporated

into novice teacher professional learning, coaching and our Tulsa Way for Teaching and Learning.

**Minimum Qualifications:**

- Bachelor's Degree
- Growth mindset
- Bias for action
- Conceptual thinking
- People-orientation

**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.

- Engaging with and coordinating the efforts of a variety of stakeholder groups including Teaching and Learning, Instructional Leadership Directors, Professional Learning, school leaders, and teachers
- Designing project and communications plans
- Developing and delivering a variety of communications (e.g., newsletters, reports, video)
- Defining key performance indicators and monitoring progress against them
- Researching formative assessment best practices
- Conducting empathy interviews and synthesizing key takeaways
- Developing professional development content for district staff, school leaders, and teachers
- Developing structures and tools to support teachers and school leaders in Assessment for Learning
- 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.

- Project management and evaluation
- Critical thinking
- Communicating both conceptual and practical ideas
- Adjusting actions and work in relation to others' actions
- Design thinking
- Organizes, plans, and prioritizes work by developing specific goals and plans
- Schedules events, programs, and activities, as well as the work of others
- Makes decisions and solves problems by analyzing information and evaluating results

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Team Academic Services spends time in a variety of environments including whiteboarding / ideation sessions in the office, content development time, conducting empathy interviews and focus groups out in our schools and leaning into other

teams' workspaces regularly in order to help ensure coherence across our strategic priorities. Hours are variable, but often begin at 8am and end around 6pm with some evening commitments and travel required. We try to respect weekend time as untouchable unless we are required to travel or host conferences.

*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.*