



**Job Title:** TPS Fellow

**Department:** Office of the Superintendent

**Reports To:** Executive Director of Teacher and Leader Effectives

**Grade:** BL-10

**Number of Days:** 12 Months

**Security Access:** ESC

**Overtime Status:** Exempt

**Last Revised Date:** May 8, 2012

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**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 TPS Fellow will work collaboratively with high level district leaders to support the professional development and coaching of principals on the use and understanding of the Teacher Evaluation Framework. In addition, the TPS Fellow works in cross-functional teams to support district initiatives and key priorities related to teacher/leader effectiveness, performance management and related areas.

**Minimum Qualifications:**

- Advanced degree (master's, juris doctorate, Ph. D.)
- Minimum of four years of work experience and a successful track record in a position of leadership and management
- Demonstrated experience leading cross functional teams and projects

**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.

- Lead major projects, with a special focus on professional and leadership development
- Work with teams of professionals with experience in human capital, operations, finance, strategic planning and other critical school business areas
- Work in close collaboration with district level managers to ensure the full implementation of the evaluation system
- Work collaboratively with district leaders, Directors, Principals, and all others in coordinating the implementation of district priority initiatives
- Display ability to work collaboratively with others on a team
- Perform other tasks or services consistent with the duties defined in the position summary

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proven track record of leading professional development efforts as well as coaching and mentoring others
- Excellent interpersonal and communication skills with strong evidence of successfully implementing and sustaining school improvement efforts among colleagues and subordinates
- Ability to work cooperatively with other leadership personnel representing other departments and agencies both internal and external
- Ability to analyze statistical data, to develop appropriate reports of such data, and to develop strategies for improvement based upon research findings
- Capable of navigating in an urban school environment
- Proficient user of all Microsoft applications
- Requires considerable concentration and creativity
- Required to work at a very fast pace with little direction and able to develop specific goals and plans to prioritize, organize, and accomplish key tasks

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

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

- Subject to stress caused by a changing environment, diversity in organization, tight deadlines and heavy workload
- Frequent use of electronic mail
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises

- No exposure to chemical or health hazards
- Primarily require working indoors in environmentally controlled conditions
- Be able to sit for long periods of time without a break
- Normal effort or 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.*