



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Coordinator of Instructional Data Management

Reports to: Chief Academic Officer
Department: Teaching and Learning
Number of Days: 12 Months
Compensation: BL-6
Overtime Status: Exempt
Date Job Revised: 3/3/2008

Position Summary: Provides professional development and direct support to schools in the disaggregation and analysis of benchmark assessments and OCCT test results to improve classroom instruction.

Qualifications/Job Requirements:

Education:

- Minimum Master's Degree preferred with experience and/or emphasis in leadership, curriculum, professional development, measurement and evaluation and/or Oklahoma Certification in Educational Leadership or Administration.

Specialized Knowledge, Licenses, etc:

•

Experience:

- Minimum of five years demonstrated teaching and leadership skills, written and oral communication skills.
- Experience in assessment, curriculum development, data disaggregation, and research designs.
- Skilled with design, implementation, and reporting of program evaluation results.

Specific Training/Skills:

- Strong computer skills including Microsoft Office, Internet, and e-mail, educational management software products

Physical Requirements (If Applicable):

•

Other:

- Ability to work cooperatively and collaboratively, demonstrate self-discipline and initiative.
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.

Scope of Authority (If Applicable):

•

Customer Contacts:

- Internal: Administrators, teachers
- External: State Department of Education, community members, other districts' personnel

Duties and Responsibilities:

- Responsible for the curriculum management system including keeping incremental lists or pacing calendars current in cooperation with curriculum department
- Works closely with professional development and curriculum to provide training and support to schools and individual teachers in the implementation of the monitoring system utilized to record and disaggregate benchmark assessments and other assessment tools utilized in the schools.
- Works cooperatively in the implementation of the tools in the Standard District Curriculum to plan for instructional goals for schools and students.

- Maintains a District instructional calendar in cooperation with professional development and curriculum services.
- Establishes the approval process for juried lesson plans to be shared at the school and District level
- Creates user accounts, assigns rights to the management system, and assists in the development and set-up of custom strategy lessons.
- Develops summary reports from the benchmark data including identifying District-wide areas of focus for curriculum revision.
- Conducts professional development in the utilization of data to drive instruction.