



Job Title: Academic Content Manager, Literacy

Department: Teaching and Learning Office

Reports To: Director of Elementary or Secondary Learning

Grade: EG-5

Number of Days: 12 months

Overtime Status: Exempt

Last Revised Date: April 19, 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 Academic Content Manager, with other members of Teaching and Learning, is responsible for creation and curation of high-quality instructional resources and tools to support educators in delivering college and career-ready instruction for every student. The Academic Content Manager, along with their department director, provides leadership and development for academic partners so that are able to successfully leverage the tools and resources to provide direct support to their network and schools. This person works collaboratively with the department program manager and other district departments to ensure students have access high-quality programming within the content area.

Minimum Qualifications:

- Bachelor's degree in content area required; master's degree preferred
- Current Oklahoma teacher certification required
- Current Oklahoma principal certification preferred
- Additional related content area or ELD endorsement preferred
- Five (5) years' experience in effective K-12 classroom teaching

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.

- Serves as the primary content expert for the district and its schools, providing expertise in the development and curation of high-quality curriculum resources, tools and structures to support college and career-ready instructional practices, and aligned assessments
- Ensures all curriculum, tools, and resources are aligned to the Tulsa Way for Teaching and Learning and reflect the students and communities that we serve
- Designs and publishes frameworks, learning expectations, and other content-specific resources to support job-embedded development of teachers
- Works collaboratively with other content managers and other departments to ensure that all instructional resources, tools, and structures are aligned and coherent for schools
- Analyzes district, network, and school-level performance data to identify needs and prioritize the creation or curation of support resources to improve teaching and learning
- Provides sustained professional learning experiences in content area for staff to develop deep pedagogical content knowledge; ensures alignment of professional learning strategy across the delivery chain
- Develops team of academic partners to instill the deep content knowledge necessary to effectively support networks of schools in the content area
- Effectively leverages technology to ensure ease of access to the resources, research, and tools to support student learning in the content area
- Keeps abreast of research and best practices in the content area; ensures district resources, tools, and structures are revised to reflect most current research on increasing student achievement in the content area
- 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.

- Embody and support the department in living Tulsa Public Schools' core values
- Five (5) or more years of experience in content area
- Valid Oklahoma teaching certification in content area at the appropriate level highly preferred
- Deep and extensive knowledge of curricular frameworks, pedagogy, lesson planning, standards analysis, and quality classroom materials
- Deep knowledge of content area standards, learning, and assessment

- Skill in implementing culturally responsive education practices
- Familiarity with Tulsa Public Schools' learning expectations and curricular resources for the content area and grade level(s)
- Experience with effective teaching and learning practices to support multilingual learners and students with disabilities highly preferred
- Exceptional written communication skills and ability to design and publish user-friendly resources and tools in the content area
- Ability to design and facilitate professional learning experiences aligned to Tulsa Public Schools' vision for professional learning
- Familiarity with Microsoft Office products including Word, Excel, PowerPoint and Outlook; familiarity with Google Apps (G Suite) for Education
- Effective time management and organizational skills
- Strong attention to detail
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Ability to effectively handle multiple demands and competing deadlines
- The ability to take responsibility for one's own performance
- Maintain personal engagement in professional development that enables growth and improvement for this position.
- Works effectively and cooperatively with others in a team environment
- Perform other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibility:

- Directly supervises the academic partners for literacy

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

- Work on tight deadlines in an effort to be responsive to schools
- 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
- 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.