



**Job Title:** Special Assignment: Department Leader

**Department:** School Administration  
**Reports To:** Principal / Assistant Principal  
**Stipend:** \$1,849  
**Security Access:** Site Specific  
**Last Revised Date:** September 22, 2016

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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:** As a member of the school's leadership team, department leaders will support the learning of their colleagues by motivating, influencing and organizing teachers to solve problems of practice, promote a culture of learning and improve student outcomes through effective planning and instruction that aligns to district priorities for teaching and learning.

**Skills and Knowledge:**

- Ability to motivate others
- Ability to work effectively in teams and support the professional development of peers

**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.

*Instructional Leadership:*

- Uses student data and work samples and knowledge of best practices to reflect, grow expertise and improve teaching and learning throughout the department
- Support and/or facilitate PLCs throughout the school year to share best practices and review and analyze standards and assessment to ensure that all students are held to the same uniformly high standards
- Expand mastery of content within the department, lead others to plan and provide powerful and engaging instruction to students with diverse needs and interests and model instructional best practices for colleagues
- Leverage a data-informed culture among the content team to assess student progress and identify areas that may require specific interventions:
  - Lead the team's efforts to identify and implement solutions to problems of practice regarding academic performance and classroom management within the team
  - Lead the team's tracking, analysis and response to formative, interim and summative student-related data through instructional planning and differentiating based on the data
  - Use individual, classroom, school, and district student data to plan, lead, and/or recommend content-related professional development for teachers on their team
- Address and support the academic and social/emotional needs of all students, including English Language Learners and students with disabilities
- Support the development of an inclusive environment for all students and staff
- Assist team members in acquiring necessary resources to successfully execute high-quality instruction, including texts, manipulatives, consumable materials, or technological resources

*Effective Communication:*

- Serves as a support for others by effectively communicating and engendering trust, with empathy, warmth, and humility
- Serve as a communication conduit between department teachers, school leaders and district department; provide the school leadership team with input and teacher voice at the school and district levels
- Nurture a positive rapport and trust among department by modeling inclusiveness and respect in all interactions
- Build consistency, cohesiveness, and collaboration across all teachers within the department

- Coordinate with district Academic Coordinator and other Department Leaders across the district in content area
  - Participate in selection of instructional resources for the district or school
  - Attend district meetings as scheduled
  - Serve as point of contact for Academic Coordinators soliciting or disseminating information

**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.

- Standard school environment

*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.*