**T U L S A**

PUBLIC SCHOOLS

**Job Title:** **Chief Analytics Officer**

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| **Department:** | Superintendent |
| **Reports To:** | Superintendent |
| **Grade:** | XG-04 |
| **Number of Days:** | 12 Months |
| **Security Access:** | Education Service Center |
| **Current Date:** | 4/14/2016 |
| **Overtime Status:** | Exempt |

**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 as we strive to make Tulsa Public Schools a destination for excellence:

- **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 Chief Analytics Officer will serve as TPS' catalyst to achieve innovative, district-wide informatics and analytics.  Serving as the key strategist to shape and drive the transformation of TPS' core data and analytics structures, the Chief Analytics Officer will be charged with leveraging data as an asset and a means to increase student achievement and organizational performance.  The Chief Analytics Officer will develop and lead a district-wide strategy for capturing, analyzing and leveraging data across the organization to drive student performance, increase efficiencies, and improve teacher and leader engagement and satisfaction.

**Minimum Qualifications:**
- Alignment with mission, vision and core values of Tulsa Public Schools
- Master's Degree in business, math, analytics or a related field
- Expert data analyst with at least 2 years of experience in designing and successfully implementing data analytics strategies
- Proven experience in change management and strategic planning
- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems.
- Highly effective organizational and consensus building skills
- Exceptional communication ability, both written and oral (with individuals and groups)

**Responsibilities and Essential Functions:**
- Provide leadership and oversight for the Data Strategy and Analytics Office including management of staff, budget and department priorities.
- Build and lead a highly effective, innovative data analytics team focused on conceptualizing and implementing a district-wide strategy for leveraging analytics to provide a long-term advantage for TPS and its students, teachers, leaders and stakeholders.
- Develop and implement a district-wide organizational strategy for analytics
- Understand trends in education and how to utilize information effectively to enable and support students, teachers and leaders in their work
- Coordinate and align the work of the Data Strategy and Analytics office to create strong performance management practices using data to inform decisions. Ensure that this system fosters collaborative accountability with a focus on measuring, learning and continuously improving.
- Provide direction in and maintain current knowledge of educational reform and instructional best practices in all aspects of K-12 urban education. Use data, best practices, and stakeholder feedback to develop analytics, data dashboards and other tools to establish TPS as a leader in this area
- Implement data standards to ease the mapping process across platforms.
- Lead the development of a reporting calendar where priority analyses are driven by the district data strategy
- Collaborate with other divisions, departments and schools to develop a formalized data strategy that facilitates decision-making.
- Ensure district compliance with State regulations and policies in monitoring, assessment, and reporting for all academic programs and state testing
- Communicate with all departments on a regular basis and ensure effective systems and structures are in place to maintain a results-focus, efficiency, and drive toward student achievement goals of the strategic plan.
- Maintain a cutting-edge awareness of the promising practices and innovations in programs and policies for teaching, learning, and school design that are emerging locally and nationwide and help bring these practices to TPS.
- Perform other duties as assigned.


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

*Specialized Knowledge and Expertise:*
- Deep knowledge of using analytics in driving educational improvement and leveraging predictive analytics
- Strong understanding of the mechanics of data structures, education data models, value-added models and other data sources
- Ability to translate and explain complex models and education analytics to leadership, teachers, stakeholders and others.
- Proven experience improving the efficiency of an analytics function and its effect on organizational performance.
- Proficiency in statistical programming languages (such as Stata, R, Python) with a proven ability to build the skillset of team members in this area.


*Empathy and commitment to cause:*
- Deep understanding of the urban school system environment and commitment to improving student achievement.
- Unwavering belief that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families.

*Communication, interpersonal and team skills:*
- Builds and maintains strong relationships.
- Ability to be a team player and collaborate vertically and horizontally with other teams across the organization
- Coaches, coordinates, and leads teams.
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication.
- Actively listens to others and able to effectively interpret others' motivations and perceptions.
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations.
- Skillfully navigates existing political structures/systems.

*Problem solving and systems thinking:*
- Innovative, forward thinker with a demonstrated competency in strategic thinking and leadership.
- Understands how various systems / departments interact to achieve the long term vision of Tulsa Public Schools
- Makes decisions using data and technology.
- Ability to work with ambiguity in a complex and dynamic environment
- Takes initiative to solve problems and create stakeholder buy-in.
- Identifies and prioritizes mission critical issues with alignment of people, time and resources.
- Offers innovative solutions to seemingly intractable problems.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Thrives in achievement-oriented and fast-paced environment.
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed.

- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.

*Leadership skills:*
- Knowledge of effective change management for culture, systems and practices.
- Motivates, inspires, and moves other adults to action to achieve ambitious goals.
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.
- Builds and maintains positive relationships with individuals and groups.
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups.
- Establishes clear expectations, deliverables and deadlines.
- Sets clear agendas and facilitates effective meetings.
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets.
- Ability to be self-reflective and willing to incorporate feedback into professional learning methods.
- Strong work ethic and self-motivation

**Supervisory Responsibility:**
- Directly supervises the Director of Research and Evaluation, Director of Educational Indicators, Senior Director of Data Strategy, and several Data Strategists.

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.
- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- 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.