



**Job Title:** Director of Data Strategy

**Department:** Data Strategy and Analytics

**Reports To:** Chief Analytics Officer

**Grade:** BG-11

**Number of Days:** 12 Months

**Security Access:** Education Service Center

**Current Date:** April 15, 2016

**Overtime Status:** Exempt

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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:** This individual will lead the district in the development, adoption and implementation of a comprehensive data strategy. This work will help to support our district in achieving the goals set out in Destination Excellence.

**Minimum Qualifications:**

- 5 years full time work experience.
- 3 years working in a data related role.

- Bachelor's degree (in area of mathematics, statistics, economics or related field). Advanced degree preferred.
- Experience leading cross-functional teams.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Lead the district's implementation of a comprehensive data strategy.
- Support team members in design thinking process to develop final products that are centered around the needs of the end user.
- Communicate outcomes to school and district leadership as well as board members on a regular basis.
- Support department leaders in the development of key performance indicators related to the priorities defined by their department.
- Manage the relationship between district partners and the central office for data related needs.
- Ensure the strategy and work of the Data Strategy and Analytics team supports the overall needs of the district

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

- Proficiency in excel.
- Proficiency in Stata, R, Python or some other statistical programming language.
- Ability to communicate research findings to a wide array of audiences.
- Excellent writing skills for audiences with varying knowledge of statistics and quantitative research.
- Ability to work well in a fast paced and collaborative environment.
- Experience leading in a flat/collaborative team environment.
- Experience implementing improvement science practices in an education organization.

**Supervisory Responsibility:**

- No direct supervisory roles

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

- Standard office environment
- Subject to stress caused by changing environment, complexity of the organization's tight deadlines and heavy workload

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