



Job Title: Director of Student Engagement

Department: Student and Family Support Services
Reports To: Executive Director for Student and Family Support Services
Grade: BG-10
Number of Days: 12 Months
Security Access: District
Current Date: May 10, 2017
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:

- **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: Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

The director of student engagement will provide leadership for a comprehensive student support infrastructure that includes counseling and mental health, learning supports, discipline and suspensions, attendance, and social emotional learning. The director will collaborate with district leadership, school leaders, special education, Title I, accountability, communities in schools,

other TPS departments, and community partners to increase student achievement, ensure superior service, and fulfillment of district, state, and federal policies.

Minimum Qualifications:

- Master's degree in school leadership or related field
- Oklahoma principal certification
- Seven years' experience in a school or youth development setting with three to five years' experience in a leadership / supervisory role
- Previous experience in a large, public school setting—preferred urban, Title I schools
- Experience in student support services and discipline response policy, planning, and implementation
- School counseling experience needed

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Provide direct supervision for student support coordinators, culture and climate coordinator, and discipline support coordinator and will co-supervise the homeless education coordinator
- Oversee Communities in Schools work in six elementary schools
- Gather, synthesize, and analyzes student attendance, discipline, suspension, and academic data to inform practices, policies, and protocols
- Conduct ongoing assessment of programs through formative, summative, and other system-wide data for continuous improvement
- Determine program needs and allocate resources to maximize division budget
- Stay informed of state and federal laws and procedures pertaining to student support services
- Participate in regional and state meetings pertaining to student support and behavior services
- Perform other tasks, duties, or services consistent with this position as assigned

Learning Supports

- Collaborate with school leaders, school counselors, social workers and social services specialists, mental health providers, special education, and community partners to provide universal student support services and develop school level tiered response to intervention teams (RTI)—“student support teams.”
- Provide oversight of professional learning communities for school counselors, social workers, student support specialists, and behavior coaches
- Partner with community agencies and stakeholders to implement evidence-based programs, services, and interventions that meet the social, emotional, and behavior needs of students
- Oversee the implementation of social emotional learning for Tulsa Public Schools

Behavior Supports

- Oversee the development and implementation of a new district review process for discipline, suspensions, alternative placements, and transitions
- Oversee the review, revision, and maintenance of the district behavior response plan
- Communicate with parents, students, schools, and other staff concerning student discipline, suspensions, alternative placement, and transitions

- Provide oversight of professional learning communities for TRAICE satellite, academic engagement teachers, and deans
- Oversee district's safe school programming and reporting to the state department of education

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

Student supports expertise

- Ability to facilitate collaborative team processes across disciplines using collective impact model
- Knowledge of effective change management for culture, systems, and practices
- Understanding of educational success and social, emotional learning and development
- Navigate within larger K-12 system, setting strategy and making decisions with this context in mind
- Identify local, regional and national education trends to position organization for success
- Incorporate relevant insights from research, policy and practice into department's strategy and programs

Strategic management

- Ability to translate strategy into actionable plans and timelines, and drives effective allocation of resources
- Draw insight from multiple sources to shape vision and strategy
- Apply multiple techniques to develop solutions for department
- Ensure environment encourages innovation and creativity
- Evaluate solutions with a focus on scale and sustainability
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives
- Make timely departmental decisions, consider implications and ensure effective execution
- Ability to develop project management processes and coach staff on using said processes effectively
- Understand and anticipate cross-functional implications of departmental decisions
- Make financial decisions and allocate resources to meet department-level goals

Effective teaming

- Develop talent by coaching and providing stretch opportunities
- Provide effective feedback so individuals and teams can improve
- Mentor peers and direct reports to achieve full potential
- Promote value of diversity and inclusion across the organization and department
- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Mediate complex conflicts and coaches others to mediate
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

Self-management

- Facilitate a departmental culture that promotes reflecting on results, identifying challenges and sharing mistakes made

- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment
- Strong verbal and written communication skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Adept at creating a trusting departmental culture that empowers and support team leaders to own decisions experiment and take risks
- Ability to maintain confidentiality in all aspects of the job
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly
- Ability to speak Spanish a plus

Supervisory Responsibility:

- Supervises Student Support, Discipline Support, and Culture and Climate staff

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

- 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 talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.