



Job Title: Director of Academic Services and Impact

Department: Teaching and Learning Office

Reports To: Chief Learning Officer

Grade: BG-11

Number of Days: 12 Months

Security Access: Education Service Center

Current Date: June 6, 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: Provide leadership and direction to plan and implement academic innovation and support the academic operations of the district. In collaboration with district senior-level leaders, the director will focus its efforts on improving the delivery of academic services to schools (curriculum development, assessment, professional learning, etc.) and aligning practices across the division to ensure efficiency and effectiveness. The director of academic services and impact is also responsible for developing a plan that will provide school leaders with the necessary autonomy to make decisions in the areas of curriculum, assessment and professional learning.

Minimum Qualifications:

Education:

- Master's Degree or its equivalency required in Business Administration, Strategic Planning, Organizational Development, Education Management, or related field
- A minimum of three years of experience as the leader and manager of projects or programs; experience should include utilizing management techniques and tools, groups, communications, planning, material preparation, gap analysis, cost and benefit financial analysis, etc.

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

- Undertake a design process with school leaders to identify what effective Central Office Academic support should look like for school leaders and instructional learning teams, what professional development is needed to build central office capacity to deliver that support, and what metrics schools will use to provide input on the quality of central office support.
- Build and develop a strong operational model that bridges strategy and execution. The operating model will serve as the blueprint for how resources are organized and operated to get critical work done.
- Develop a flexibility plan for the 2018-2019 school year which allows school leaders to make decisions in the areas of curriculum, assessment and professional learning. Schools may either opt-in to the district-supported resources, or decline to opt-in to district-supported resources and create or purchase replacement resources. Schools that decline to opt-in will receive devolvement funds to support student programming.
- Identify opportunities for improved efficiency and effectiveness. Work with the Chief Learning Officer to implement changes necessary to realize these improvements.
- Lead the execution of projects related to improving the delivery of academic services to sites and aligning division goals to district priorities.
- Support the development of key strategies to ensure an organizational culture that is inclusive, representative of the populations served.
- Convene, facilitate, and/or serve on committees, task forces and ad hoc groups as necessary to coordinate functions.
- Assist in the monitoring of project milestones so optimum service and value is realized; develop project objectives for the team, monitor performance and provide support as required.
- 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.

Strategic management

- Ability to translate strategy into actionable plans and timelines, and drive 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 coach others to mediate.
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness.

Self-management

- 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.
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly.

Supervisory Responsibility:

- None

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 able to perform in a high-stress environment with tight deadlines and multiple priorities.
- 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.