



T U L S A

PUBLIC SCHOOLS

Job Title: Director of Assessment

Department: Teaching and Learning
Reports To: Chief Learning Officer
Grade: EG-08
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: July 1, 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: Improves the quality and comparability of District assessments and data systems to produce accurate indicators of the progress of our elementary and secondary schools. Provides leadership in developing a system which includes collecting and reporting statistical indicators by school, tracking changes, assisting with District and state accountability systems and conducting analyses of trends.

Minimum Qualifications:

- Minimum of a masters' in education, doctorate preferred
- Oklahoma administrative certification

- Minimum of ten (10) years of urban public school experience

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.

- Develop, implement and maintain the district's academic assessment systems, OCCT, EOI, OMAAP, OAAP, SAT, AP, ACT, grade level
- Collect, analyzes and reports results relative to the district's academic assessment systems
- Provide advice and counsel relative to board policy development governing assessment
- Provide technical assistance to schools regarding assessment practices and procedures
- Determine preliminary API data for the district and individual schools
- Establish trend data for suspensions, dropouts, graduation rates and state assessments
- Monitor graduation, dropout, truancy, and GED rates
- Coordinate the Civil Rights Data Report. (federal report every two years)
- Develop individual School and District Profiles that meet NCLB requirements
- 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.

- Statistical background
- Be supportive of systemic improvement initiatives and provide models for performance outcomes

Supervisory Responsibility:

- Supervises five (5) employees
- District Assessment Coordinator

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

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