



T U L S A

PUBLIC SCHOOLS

**Job Title:**                    **Executive Director of Educator Effectiveness and Professional Learning**

**Department:**                Talent Management  
**Reports To:**                 Chief Talent Officer  
**Grade:**                        XG-01  
**Number of Days:**         12 Months  
**Security Access:**         Education Service Center  
**Current Date:**             April 20, 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:** Provide leadership and strategic direction to efforts that support the professional growth and effectiveness of educators across the district. Oversee the continued implementation of the district's educator effectiveness priorities, with a focus on the development and delivery of relevant and aligned professional learning. Lead the development of teacher leadership systems that allow great teachers to expand their reach to more students and colleagues through coaching and other leadership opportunities. Lead a team that is tasked with building the capacity of educators and school leaders by providing high quality and differentiated

professional learning experiences and resources so that every student graduates prepared for success.

**Minimum Qualifications:**

- Alignment with vision, values and goals of Tulsa Public Schools
- Master’s degree in an education discipline
- Experience developing and implementing a departmental/unit strategic plan.
- Demonstrated experience cultivating and leading high performing teams, including building a strong performance-based culture and implementing and managing supporting systems and structures.
- Passion and experience in increasing student achievement and closing opportunity gaps in racial, ethnic, and economic groups.
- Experience in planning and leading large and complex programs to successful outcomes, including professional learning programs in education.
- Experience in relationship management and networking.
- Experience in working with diverse populations, community organizations, and other advocacy groups.
- Experience managing budgets, ensuring alignment of financial resources with the mission and vision of the organization/department.

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

- Provide vision and strategic direction for the district’s teacher effectiveness and professional learning priorities with a specific focus on growing teacher and school leader practice to effectively drive student achievement.
- Conceptualize the design and delivery of professional learning related to teaching and learning, leadership, and technology integration into classroom instruction.
- Work closely with the Teaching and Learning team in developing quality and aligned professional development programs for instructional staff that support educator effectiveness and student achievement in all grades and content areas.
- Coordinate any outside-the-district professional development to increase the likelihood that any programs/events attended are aligned to the direction and focus of the district leadership.
- Lead the assessment, evaluation, and measurement of the impact of all programs that facilitate the professional development and continuous learning of staff.
- Lead and coordinate all professional development aligned to the district’s instructional vision and priorities.
- Provide job-embedded professional learning for teachers, leaders, and other school-based support personnel to ensure alignment to instructional programs and Destination Excellence goals.
- Coordinate with human capital partners and instructional leadership directors to support the teacher observation and evaluation processes, including training, calibration, effective feedback and talent management.
- Support school leaders and teachers in the analysis and strategic use of multiple sources of teacher performance data to foster personal reflection and growth.
- Perform other duties as assigned.

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

*Knowledge and Expertise*

- Knowledge of research and best practices in the field of adult learning and building the capacity of educators, school, and district leaders.
- Demonstrated knowledge and understanding of student assessment and data collection and their use in optimizing the effectiveness of instructional practice and the learning experience for students.
- Demonstrated knowledge and understanding of teacher evaluation multiple measures and their use in optimizing the effectiveness of instructional practice and the learning experience for students.
- Skilled at hiring and cultivating high performing staff.
- Ability to manage complex projects to successful outcomes.
- Understanding of outcome-based performance evaluation of programs and services.
- Ability to be a team player and collaborate with others inside and outside of the educator effectiveness and professional learning team on challenging and time sensitive projects.
- Knowledge of organizational development; ability to create and lead new structures to meet division goals.

*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.
- Passionate about creating a diverse and inclusive district and willing to challenge and engage with all constituencies in meaningful ways.
- Deep understanding of and empathy for issues facing urban families.

*Communication, interpersonal and team skills:*

- Ability to be a team player, to coach, coordinate and lead teams as well as collaborate vertically and horizontally across the organization.
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication.
- 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.
- Makes decisions using data and technology.
- Takes initiative to solve problems and create stakeholder buy-in.
- Offer 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.

*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.
- Ability to be self-reflective and willing to incorporate feedback into professional learning methods.
- 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.

**Supervisory Responsibility:** Oversee the Director of New Teacher Support, Director of Professional Learning, the Professional Learning team and Wilson Teaching and Learning Academy staff.

**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, meetings, and visit school sites occasionally.

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.