



Job Title: Executive Director of Teaching and Learning

Reports to: Chief Academic Officer

Department: Teaching and Learning

Number of Days: 12 Months

Compensation: XG-01

Overtime Status: Exempt

Date Job Revised: June 8, 2016

Position Summary: Under the direction of the Chief Academic Officer, the Executive Director of Teaching and Learning will oversee, manage and lead the development, selection, implementation, evaluation and refinement of the District's PreK-12 academic programming, curricula, and assessment system to help Tulsa Public Schools dramatically accelerate student achievement. S/he will ensure that organizational systems and academic programs are established to ensure all students are college and career ready. S/he will also oversee the design and selection of assessments throughout the District. The Executive Director will supervise and coordinate all activities related to:

- Curriculum and Instruction
- College and Career Readiness
- Concurrent Enrollment
- Interests/Internships
- Instructional Media and Library Services
- Instructional Technology
- Advanced Placement
- AVID

Qualifications/Job Requirements:

Education:

- Master's degree
- Oklahoma Administrative Certification

Specialized Knowledge, Licenses, etc:

-

Experience:

- Minimum five years of verifiable experience as a successful classroom teacher and/or administrator in a K-12 urban school district.

Specific Training/Skills:

- Strong organizational, communication, and interpersonal skills.

- Ability to complete assignments and reports, along with preparing presentations for the public.
- Ability to balance several job functions at one time and work under a heavy work load.
- Ability to work in and contribute to creating a performance culture and highly collaborative environment.
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Extensive knowledge of elementary & secondary curriculum and graduation requirements.

Physical Requirements (If Applicable):

-

Other

Scope of Authority (If Applicable):

- Supervise and evaluate staff.

Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Participates in a group plan and/or budget development.

Customer Contacts:

- Internal: Central office administrators involved with curriculum development and implementation; principals and teachers who implement curriculum at the school level.
- External: Research specialists in other school districts; State Dept. of Education; US Dept. of Education.

Duties and Responsibilities:

- Participate in ongoing review of proposed programs to assess their effectiveness and alignment with current district initiatives.
- Facilitates curriculum development centered on the district school improvement initiatives.
- Facilitates curriculum mapping and the development of a viable curriculum for Tulsa Public Schools.
- Facilitate the selection of textbooks and resource materials.
- Responsible for the preparation of High School Course of Study and various reports as needed.
- Uses organizational strategy to build a coherent plan for school improvement.
- Analyze data to evaluate the effectiveness of curriculum and teaching methods.
- Ensure that the school curriculum is aligned with PASS with a transition to Common Core.
- Develop, implement, and evaluate curriculum for improvement of instruction and student achievement.
- Exhibits a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district's instructional priorities.
- Attend all instructional committee meetings and Board meetings.
- Plan and organize regular meetings with principals and asst. principals to coordinate a unified curriculum.

- Report to the Chief Academic Officer regarding benchmarks, instructional management data & progress toward meeting goals.
- Coordinate the recommendation, development, implementation, and evaluation of all instructional school improvement, curriculum, & instruction.
- Respond to public inquiries about curriculum and instruction.
- Work cross-functionally with other departmental staff to support individual student needs.
- Perform other duties or services as required.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.