



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director of Performance Review

Reports to: Assistant to the Superintendent for School & District Accountability
Department: Accountability and Research
Compensation: EL 6
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: May 15, 2009

Position Summary: Responsible for the management and supervision of district directed and initiated programmatic research and reporting services; oversee the operation and modification of all programs for processing student records.

Qualifications/Job Requirements

Education:

- Minimum of a Master's Degree, doctorate preferred.

Specialized Knowledge, Licenses, etc.:

- Must possess administrative certification.

Experience:

- Minimum of ten (10) years of public education administrative experience.

Customer Contacts

- **Internal**
 - School leaders, faculty and staff
 - District Department, Office and Program Leaders and Staff
 - Family Representatives and Parent Organization Leaders/Members
- **External**
 - Community Organization, Agency and Institution Leaders and Staff
 - Municipal Leaders and Staff
 - Faith Based Organization Leaders and Staff

Duties and Responsibilities:

- Develops and maintains the district's accountability systems.
- Collects, analyzes and reports results relative to the district's accountability systems.
- Reviews and makes recommendations to supervisors concerning requests to conduct research involving/using district personnel/students/data from outside agencies and persons.
- Conducts various research projects as may be required.
- Coordinates and supervises personnel associated with contracted research projects as may be required.
- Monitors both internal and external research projects as may be required.
- Provides advice and counsel relative to board policy development and administrative rules and regulations governing research practices and procedures.
- Works collaboratively with appropriate representatives of internal and external organizations/institutions relative to district research activities and programs.
- Maintains professional relationships with appropriate local, state, regional and national organizations and groups.
- Provides technical assistance to individuals conducting research on behalf of the district.
- Facilitates analysis, review and utilization of research findings as may be appropriate.
- Solicits and secures extramural support for research activities.
- Develops reports of research activity and related findings and results.
- Establishes partnerships with other local educational agencies and institutions with similar research interests and/or activities.

- Supervises, directs and controls the professional activities of subordinates.
- Participates in continuing professional development to enhance skills and abilities relevant to ongoing duties and responsibilities.
- Coordinates research activities with relevant departments/offices/schools.
- Facilitates and manages the effective utilization of allocated resources.
- Develops an annual research plan for incorporation into the district master-planning scheme.
- Maintain depository for active and inactive cumulative student records.
- Supervise issuing of student transcripts.