



T U L S A

PUBLIC SCHOOLS

Job Title: TPS Fellow

Department: Office of the Superintendent
Reports To: Executive Director of Teacher and Leader Effectives
Grade: BL-10
Number of Days: 12 Months
Security Access: ESC
Overtime Status: Exempt

Job Objectives: The TPS Fellow will work collaboratively with high level district leaders to support the professional development and coaching of principals on the use and understanding of the Teacher Evaluation Framework. In addition, the TPS Fellow works in cross-functional teams to support district initiatives and key priorities related to teacher/leader effectiveness, performance management and related areas.

Minimum Qualifications:

- Advanced degree (master's, juris doctorate, Ph. D.),
- Minimum of four years of work experience and a successful track record in a position of leadership and management
- Demonstrated experience leading cross functional teams and projects

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.

- Lead major projects, with a special focus on professional and leadership development
- Work with teams of professionals with experience in human capital, operations, finance, strategic planning and other critical school business areas.
- Work in close collaboration with district level managers to ensure the full implementation of the evaluation system
- Work collaboratively with district leaders, Directors, Principals, and all others in coordinating the implementation of district priority initiatives.
- Perform other tasks or services consistent with the duties defined in the position summary.

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

- Proven track record of leading professional development efforts as well as coaching and mentoring others.
- Excellent interpersonal and communication skills with strong evidence of successfully implementing and sustaining school improvement efforts among colleagues and subordinates.
- Ability to work cooperatively with other leadership personnel representing other departments and agencies both internal and external.
- Ability to analyze statistical data, to develop appropriate reports of such data, and to develop strategies for improvement based upon research findings.
- Capable of navigating in an urban school environment
- Proficient user of all Microsoft applications
- Requires considerable concentration and creativity

- Required to work at a very fast pace with little direction and able to develop specific goals and plans to prioritize, organize, and accomplish key tasks.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by a changing environment, diversity in organization, tight deadlines and heavy workload
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Be able to sit for long periods of time without a break.
- Normal effort or occasional periods of light physical activity.

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.