



T U L S A

PUBLIC SCHOOLS

**Job Title:** Assistant Superintendent for Teaching and Learning

**Department:** Teaching and Learning

**Reports To:** Superintendent

**Grade:** EL-10

**Number of Days:** 12 Months

**Security Access:** Education Service Center

**Current Date:** August 8, 2012

**Overtime Status:** Exempt

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**Job Objectives:** Under the direction of the Superintendent, plans, organizes, monitors and administers the District's instructional goals; oversees and supervises the instructional program, curriculum development and alignment, library services, federal programs and special projects, and professional development.

**Minimum Qualifications:**

- An earned Master's Degree in education from an accredited college or university; Doctorate desirable.
- Valid Oklahoma Administrative Certification
- Minimum of 5 years district level administrative experience in the areas of curriculum, instruction, professional development and federal programs.
- Strong working knowledge of budget development and management.

**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.

- Provides direction for the development and implementation of an instructional program consistent with the district strategic plan.
- Oversees and supervises curriculum development and alignment, selection of instructional materials, implementation of formative assessments and appropriate professional development.
- Oversees and supervises development, implementation, and evaluation of all grants.
- Oversees and supervises professional development to ensure research-based best practices are aligned to district strategic objectives and grounded in adult learning research.
- Develops the annual preliminary budget for the department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Supervises and evaluates performance of assigned staff.
- Maintains records and provides State and Federal reports as required.
- Serves as a member of the Executive Staff and Leadership Team; represents the district at various meetings, conferences and events, as needed and appropriate.

- Attends Board meetings, prepares agenda items, presents goals, information, reports and recommendations to the superintendent and Board of Education.

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

- Knowledge of:
  - Principles, techniques, strategies, trends, goals and objectives of comprehensive educational programs.
  - Philosophical, educational and legal aspects of public education, organizational management and coordination processes, program planning and evaluation.
  - Curriculum frameworks and standards, assessment practices, instructional materials, and current instructional research.
  - Data analysis and reporting, use of data to improve instruction and increase student achievement.
  - Research-based, best practices in professional development.
  - Policies and Administrative Regulations related to job functions.
  - Budget development and management.
- Ability to:
  - Maximize use of District resources to improve student achievement.
  - Supervise and evaluation performance of assigned staff.
  - Communicate effectively with all stakeholders.
  - Make sound decisions based on research and the process of evaluation.
  - Demonstrative strong, collaborative leadership.

**Supervisory Responsibility:** Supervises and evaluates programs and performance of assigned staff.

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

- Standard office environment.

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.

