



Job Title: Chief Academic Officer

Department: Deputy Superintendent

Reports To: Deputy Superintendent

Grade: XP-05

Number of Days: 12 Months

Security Access: ESC

Current Date: September 16, 2013

Overtime Status: Exempt

The Chief Academic Officer is an exciting opportunity for an individual with deep knowledge of curriculum, standards and instruction to play a critical role in a district in one of the nation's most progressive reform efforts in order to drive improved student results, including growth and achievement, college and career readiness, and closing the achievement gap. Currently, Tulsa Public Schools (TPS) is in the midst of their five year strategic plan that focuses on the following core goals:

- Student Achievement: Each student will meet or exceed state and national standards by demonstrating mastery of a rigorous curriculum that provides a foundation for success in career readiness or college preparedness and beyond.
- Teacher and Leader Effectiveness: Assure that Tulsa Public Schools has an effective teacher in every classroom, an effective principal in every building and an effective employee in every position.
- Performance-Based Culture—Create an environment for sustainable performance improvement and accomplishment of the District's Vision, Mission, Core Goals and Core Beliefs.
- Financial Sustainability—Seek, organize and optimize resources for improved academic results.
- Safe and Secure Schools—Ensure the safety and security of all students and staff throughout the District.

Position Summary:

The CAO has primary authority and accountability to implement a vertically aligned curriculum and assessment system. The CAO leads the educational performance of the district through a clear vision and strategic direction for the district's curriculum, instruction, and school improvement initiatives; designs and implements professional development that provides educators with understanding of instructional best practices; and articulates and ensures that the district's missions and goals are achieved as well as collaborating with other leaders around issues of instructional quality.

Ideal candidates will demonstrate their experience in the design, integration, implementation of large complex system to improve student results, as well as knowledge of curriculum, instructional practices, school improvement and leadership development.

Responsibilities:

The CAO's responsibilities will include, but not be limited to the following:

- Supervise Curriculum and Instruction, Professional Development to improve school achievement
- Provide vision and strategic direction (- for the district's curriculum, instruction and school improvement initiatives, aligned with the long term strategy to improve student achievement and narrow the achievement gap between racial, ethnic and economic groups.
- Build and lead a highly effective, innovative academic services department including re-envisioning the current team, roles and responsibilities as necessary
- Reduce the variability in curricula, instruction, and assessment and implement a vertically aligned curriculum and assessment system, which includes the management of the roll-out of Common Core Standards, and consistent delivery of instruction aligned with key standards (i.e. classroom-to-classroom, grade-by-grade, school-by-school)
- Develop and monitor accountability systems and evaluation rubrics and leverage data to inform strategic direction
- Collaborate with Instructional Leadership Directors, the Offices of Accountability and Human Capital, and other divisions and departments to ensure support to teachers and the effective delivery of instructional programs and services to all schools
- Collaborate with schools to develop instructional programs and implement reform models designed to improve achievement of all students
- Serve as the key spokesperson to the Superintendent, Advisory Board and the community regarding academic and educational issues. Serve as the district representative regarding academic affairs in meetings with governmental, legislative and business and community meetings
- Provide direction in and maintain current knowledge of educational reform and instructional best practices in all aspects of K-12 urban education. Collaborate with school departments, community agencies, local universities, research laboratories and other organizations to implement ongoing evaluation and improvement of instructional programs with particular focus to increase student achievement at underperforming schools
- Oversee the allocation of materials and staff resources for academic departments, ensure their use for the purposes intended, and enforce appropriate accountability for disbursements and expenditures
- Ensure district compliance with State regulations and policies in monitoring, assessment, and reporting for all academic programs

Skills and Competencies:

Instructional Knowledge and Expertise

- Proven ability to develop and deliver programming that drives improved academic performance for all student populations; knows effective practice for differentiating instruction

- Deep understanding of curricular frameworks, pedagogy, and quality classroom materials; experience developing and implementing curriculum for a wide variety of grade levels and subjects
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites
- Thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and team skills:

- Builds and maintains strong relationships
- Works successfully alone or on a team
- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication
- Actively listens to others and able to effectively interpret others' motivations and perceptions.
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations
- Skillfully navigates existing political structures/systems

Problem solving and systems thinking:

- Understands how various systems / departments interact to achieve the long term goal
- Makes decisions using data and technology
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems.
- Exhibits strong focus on goals and results. Sets clear metrics for success
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.

Leadership skills:

- 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
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations
- 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
- Establishes clear expectations, deliverables and deadlines
- Sets clear agendas and facilitates effective meetings
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

Qualifications:

- Master's degree in school administration or related field plus additional course work required for licensure as Principal or District-Level Administrator.
- Oklahoma administrative certificate
- Have appropriate maintenance of administrative continuing education requirement.
- Ten or more years of relevant experience with an outstanding track record as a school principal (or equivalent) strongly preferred.
- Experience in an urban school district is preferred.
- Ten or more years of experience as a school administrator including knowledge of academic and accountability testing.
- Experience in an urban school district is preferred.
- Demonstrated success leading strategic educational initiatives.

To Apply:

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. For more information about Tulsa Public Schools, please visit our website at <http://www.tulsaschools.org/>.