



Role Title: Department Leader

Role Summary:

As a member of the school's leadership team, department leaders will support the learning of their colleagues by motivating, influencing and organizing teachers to solve problems of practice, promote a culture of learning and improve student outcomes through effective planning and instruction that aligns to district priorities for teaching and learning.

Compensation: \$1,849

Essential Responsibilities:

Instructional Leadership

Uses student data and work samples and knowledge of best practices to reflect, grow expertise and improve teaching and learning throughout the department

- Support and/or facilitate PLCs throughout the school year to share best practices and review and analyze standards and assessment to ensure that all students are held to the same uniformly high standards
- Expand mastery of content within the department, lead others to plan and provide powerful and engaging instruction to students with diverse needs and interests and model instructional best practices for colleagues
- Leverage a data-informed culture among the content team to assess student progress and identify areas that may require specific interventions:
 - Lead the team's efforts to identify and implement solutions to problems of practice regarding academic performance and classroom management within the team
 - Lead the team's tracking, analysis and response to formative, interim and summative student-related data through instructional planning and differentiating based on the data
 - Use individual, classroom, school, and district student data to plan, lead, and/or recommend content-related professional development for teachers on their team
- Address and support the academic and social/emotional needs of all students, including English Language Learners and students with disabilities
- Support the development of an inclusive environment for all students and staff
- Assist team members in acquiring necessary resources to successfully execute high-quality instruction, including texts, manipulatives, consumable materials, or technological resources

Effective Communication

Serves as a support for others by effectively communicating and engendering trust, with empathy, warmth, and humility

- Serve as a communication conduit between department teachers, school leaders and district department; provide the school leadership team with input and teacher voice at the school and district levels
- Nurture a positive rapport and trust among department by modeling inclusiveness and respect in all interactions
- Build consistency, cohesiveness, and collaboration across all teachers within the department
- Coordinate with district Academic Coordinator and other Department Leaders across the district in content area
 - Participate in selection of instructional resources for the district or school
 - Attend district meetings as scheduled
 - Serve as point of contact for Academic Coordinators soliciting or disseminating information

**Skills and Knowledge:**

- Ability to motivate others
- Ability to work effectively in teams and support the professional development of peers
- Strong written and oral communication skills
- Strong organizational, planning, and record-keeping skills
- Strong content area expertise with evidence of the ability to translate standards into differentiated instruction
- Skilled in understanding and implementing instructional and behavior management best practices
- Strong analytic and problem-solving skills
- Ability to understand multiple data sources, perform analysis and communicate analysis clearly
- Demonstrated commitment to personal and professional growth

Minimum Qualifications:

- 1 year of teaching experience in TPS
- Minimum of Average performance for student surveys and value-added (when available). Additionally, teacher meets **ONE** of three criteria:
 - Minimum Tulsa Model score of 3.5
 - Above average on value-added
 - Above average scores on student surveys

Expected Outcomes:

- Measurable improvements in student achievement on assessments or other indicators
- Increased team unity and cohesion, resulting in increased satisfaction at work and more positive building culture
- Increased data literacy on team, resulting in increase of data-informed decision-making and instructional planning
- Increased communication between teachers, leaders and district offices

