



Job Title: Director of Charter and Partnership Schools

Department: General Counsel
Reports To: General Counsel
Grade: BG-09
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: March 23, 2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Direct TPS' charter authorization functions and activities, implementation and management of the Tulsa Collaboration Compact and related projects, and the design and oversight of the District's partnership school processes.

Minimum Qualifications:

- **Education:** Bachelor's degree required; Master's degree preferred.
- **Experience preferred:**
 - Experience in K-12 environment.
 - Experience with charter management and charter management organizations.

- Experience in project management.
- Experience in stakeholder relations and communication.
- Classroom teaching experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Design the successful execution of the organization's authorizing functions including the application review cycle and renewal and revocation process for both charter schools and partnership schools.
- Design and oversee school monitoring and performance evaluation processes for charter and partnership schools.
- Oversee the collection, analysis, use and presentation of school data for the Board, internal, school and public consumption.
- Design and maintain necessary information and reporting systems.
- Serve as the primary liaison and point of contact with all current and prospective Tulsa Collaboration Compact members.
- Staff the TPS Board subcommittee(s) that oversee charter and partnership school matters.
- Establish and maintain open communication with all stakeholder groups, including school operators, the State Department of Education, other Oklahoma sponsors, charter support groups, and the general public.
- Assist in negotiating outcomes-based contracts with charter and partnership schools.
- Maintain a professional relationship with colleagues, students, parents and community members.
- Promote sharing of effective practices among charter, partnership and traditional TPS schools.
- Use effective written and oral communication to present information accurately while adapting to various stakeholders and other audiences.
- Participate in staff development activities to improve job-related skills.
- Perform other duties as assigned.

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

- In-depth knowledge of state and national charter policies, trends and research.
- In-depth knowledge of best practices in urban education and thorough understanding of TPS district and department relationships.
- Exercises initiative, judgment, discretion and decision-making to achieve organizational objectives.
- Ability to influence and persuade senior leadership, stakeholders and partners while working to remove barriers for students and families.
- High-quality experiences in negotiating complex organizational relationships and related terms of involvement and accountability.
- Experience in high-quality charter authorizing practices.
- Excellent research and writing skills with demonstrated ability to communicate information to the public.
- Strong planning and organizational skills. Ability to prioritize and manage multiple tasks simultaneously.

- Ability to promote a positive image of TPS and represent the District's interests to the public, media and other schools.
- Strong project-management skills.
- Ability to maintain oversight of delegated projects, follow-up, coordinate with external services, set and manage deadlines and 'manage up' to obtain information and approval.
- Thorough understanding of Oklahoma and Tulsa education landscape and TPS preferred, with a clear understanding of academic, financial and organizational performance measures.

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

- Standard office environment.
- Occasional non-standard hours.