



Job Title: Director of Personalized Learning

Department: Teaching and Learning
Reports To: Chief Learning Officer
Grade: EG-08
Number of Days: 12-months
Security Access: Wilson Teaching and Learning Academy
Current Date: 04/16/2016
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: The Director of Personalized Learning will lead the development, implementation and evaluation of a comprehensive strategy to personalized learning in Tulsa Public Schools. The Director will collaborate extensively with various academic departments, the innovation and design unit and external stakeholders to develop and implement a district-wide vision and strategy for personalized learning.

The Director of Personalized Learning will foster collaboration across Teaching and Learning, the Chief Schools Office and the Design and Innovation Team. The DPL will contribute to setting the annual strategic goals and priorities for the Personalized Learning team. Those goals

and priorities should be aligned to annual academic, culture and innovation priorities and the goals of Destination Excellence.

Minimum Qualifications:

- Alignment with mission, vision and core values of Tulsa Public Schools
- Master's Degree required; specialist degree preferred
- Oklahoma Teacher Certification
- Oklahoma Principal Certification, preferred
- Five years effective K-12 classroom teaching
- Two years of building or district leadership experience
- Experience designing and implementing a personalized learning strategy in a classroom, school or district
- Experience developing and implementing a department strategic plan
- Experience conducting data analyses to inform instruction and/or promote policy changes
- Demonstrated experience cultivating and leading high performing teams, including building a strong performance-based culture and implementing and managing supporting systems and structures.
- Passion and experience in increasing student achievement and closing opportunity gaps in racial, ethnic, and economic groups.
- Experience in planning and leading large and complex programs to successful outcomes in education.
- Experience in relationship management and networking.
- Experience in working with diverse populations, community organizations, and other advocacy groups

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

Leadership

- Live the TPS Values of Equity, Character, Team, Excellence and Joy by providing vision, leadership, and strategic direction to the Personalized Learning team.
- Remain knowledgeable and up-to-date on research and best practices for personalized learning, inclusive of 21st century learning goals, the future of learning, new models, and learning science.
- Engage diverse stakeholders in reaching shared decisions on divisive issues; including experience working with presenting and managing change with boards, district/school leaders, parents, and community leaders.
- Lead change management and advisement/recommendations for policy work to Deputy Superintendent, Chief Learning Officer, Chief Schools Officer, and Design and Innovation Officer, Board of Education, and community as needed.
- Collaborate with the CLO and CSO to develop and recommend graduation requirements for district-wide implementation that are inclusive of competency-based learning graduation guidelines
- Create and establish policies for competency-based learning graduation guidelines
- Build effective relationships with Oklahoma State Department of Education and internal TPS departments to create and support personalized learning systems and structures, inclusive of competency-based learning

- Co-lead with the Design and Innovation team district-wide initiatives related to personalized learning systems and structures.
- Direct programs related to instructional media, instructional technology and instructional resources, ensuring that these programs align to the district's personalized learning strategy and approaches.
- Work collaboratively with district office and school staff to develop tools and resources to assist educators in defining expectations for students and adjusting practices to meet their needs.
- Develop and deliver professional learning opportunities designed to assist educators in creating and implementing aspects of personalized learning. As the district defines competency-based learning expectations, assist educators in supporting students to meet competency-based requirements.

Management

- Work collaboratively to supervise the build out of learning tools and resources across all TPS systems to support personalized learning approaches and structures. Over time, build out necessary tools and resources to support new graduation guidelines and competencies.
- Lead, coach, develop, and retain high performing Personalized Learning staff responsible for creating competency-based learning systems, structures, tools, resources, and communication.
- Manage the Personalized Learning budget in accordance with TPS budgetary policies and practices.
- Oversee successful operations and human resources practices of the Personalized Learning team and ensure compliance with all policies and procedures.

Communication

- Promote and communicate all aspects of change management related to personalized learning models, inclusive of competency-based learning and changing graduation guidelines.
- Promote and communicate all aspects of personalized learning through marketing and outreach efforts.
- Identify best practices, areas for prioritization, and program evaluation for district-wide personalized learning approaches and competency-based learning systems and structures.
- Strategically manage communication and relationships with grant funders and vendors, as needed.
- Implement feedback loops to inform policy and supports provided to schools.
- Performs other related duties, including special projects, as requested by the Chief Learning Officer and/or his/her designee.

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

- Knowledge of effective change management for culture, systems, and practices.
- Proactive and forward thinking.
- Understanding of outcome-based performance evaluation of programs and services.
- Ability to be a team player and collaborate with others inside and outside of the Office of Teaching and Learning on challenging and time sensitive projects.
- Ability to meet deadlines and work in a highly organized manner.

- Excellent presentation and public speaking skills
- Knowledge of standards-based education.
- Ability to work with ambiguity in a complex and dynamic environment.
- Deep knowledge and understanding of issues and concerns related to public education and the administration of a large, diverse urban school district.
- Strong verbal and written communication skills.
- Ability to think strategically and execute with excellence.
- Strong work ethic and self-motivation.
- Ability to be self-reflective and willing to incorporate feedback into professional learning methods.
- Ability to maintain confidentiality in all aspects of the job.
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook).
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

Supervisory Responsibility:

- Supervises and evaluates selected Academic Coordinators and monitors the work of project teams.

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours.
- Normal effort of occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.