



Job Title: Director of Professional Learning

Reports to: Chief Talent Officer
Department: Talent Management
Number of Days: 12 Months
Compensation: EG-09
Overtime Status: Exempt
Date Job Revised: June 24, 2016

Position Summary: Responsible for planning, implementation, evaluation and support of the district's professional learning program for teachers.

Qualifications/Job Requirements:

Education:

- Master's Degree in Education or related field (Required)

Specialized Knowledge, Licenses, etc.:

- Oklahoma Teaching Certification (Required)
- Deep knowledge and experience with Adult Learning Theory
- Instructional knowledge and expertise in professional development, curriculum and instruction, and instructional technology

Experience:

- At least 5 years successful teaching and/or administrator experience
- Successful experience in instructional planning, professional development, curriculum development, assessment, and implementation
- Experience in an urban school district is preferred
- Demonstrated success leading strategic education initiatives

Specific Training/Skills:

- Proficient in the use of computer technology (*Microsoft Office*)
- Excellent written and oral presentation skills
- Communication, interpersonal and collaborative teamwork skills

Other:

Scope of Authority:

- Responsible for the planning, development, organization, and direction of district professional development for current and new teachers to ensure that all professional development is comprehensive, evaluated for effectiveness, resources are utilized

appropriately, and programs are aligned with the overall vision of the District and its strategic objectives

- Responsible for the supervision of Instructional Coaches and New Teacher Mentors

Customer Contacts:

- Internal: Principals, teachers, and district administrators
- External: Oklahoma State Department of Education, higher education entities, professional development providers and local, state, and national organizations.

Duties and Responsibilities:

- Plan, develop, organize, and direct all professional development for current and new teachers to ensure that all professional development is comprehensive, evaluated for effectiveness, resources are utilized appropriately, and programs are aligned with the overall vision of the District and its strategic objectives
- Supervise Instructional Coaches and New Teacher Mentors
- Oversee the new teacher mentoring program and partner with principals to identify, select and match mentors
- Develop and manage all programmatic supports for underperforming teachers
- Provide opportunities for teachers to obtain the knowledge, skills, and competencies needed to meet the district's purpose, strategic intent, system goals, core values and current initiatives through differentiated and diverse delivery mechanisms and learning modalities
- Coordinate system-wide professional development initiatives and activities through the implementation of a comprehensive training calendar
- Direct and coordinate professional learning opportunities that help to build an internal pipeline of highly effective and prepared candidates for career advancement opportunities
- Collaborate with leadership and key stakeholders to strategically define the menu of teacher professional development services and the quality standards for those services
- Collaborate and coordinate with key instructional leadership stakeholders to provide professional development and coaching to school leadership teams with regard to professional development programs
- Partner with institutions of higher education and other partners to create effective development programs
- Support the Executive Director of Organizational and Professional Learning to develop measures and evaluate professional development impact
- Support the Executive Director of Organizational and Professional Learning in the development and management of the budget for all staff development programs and events
- Manage the evaluation process for staff development events to ensure feedback is incorporated
- Perform other job-related duties and special projects as assigned

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