



Job Title: Director of Educational Indicators

Department: Accountability/Research
Reports To: Chief Accountability Officer
Grade: EG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: May 8, 2014
Overtime Status: Exempt

Job Objectives: Improves the quality and comparability of District assessments and data systems to produce accurate indicators of the progress of our elementary and secondary schools. Provides leadership in developing a system which includes collecting and reporting statistical indicators by school, tracking changes, assisting with District and state accountability systems and conducting analyses of trends.

Minimum Qualifications:

- Minimum of a Masters' in Education, doctorate preferred.
- Oklahoma administrative certification.
- Minimum of ten (10) years of urban public school experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develop, implement and maintain the district's academic assessment systems, OCCT, EOI, OMAAP, OAAP, SAT, AP, ACT, grade level.
- Collect, analyzes and reports results relative to the district's academic assessment systems.
- Provides advice and counsel relative to board policy development governing assessment.
- Provide technical assistance to schools regarding assessment practices and procedures.
- Determine preliminary API data for the district and individual schools.
- Establish trend data for suspensions, dropouts, graduation rates and state assessments.
- Monitor graduation, dropout, truancy, and GED rates
- Coordinate the Civil Rights Data Report. (federal report every two years).
- Develop individual School and District Profiles that meet NCLB requirements.

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

- Statistical background.
- Be supportive of systemic improvement initiatives and provide models for performance outcomes.

Supervisory Responsibility:

- Supervises five (5) employees.

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

- Standard office environment.

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