



T U L S A

PUBLIC SCHOOLS

**Job Title:** Director of Portfolio Management

**Department:** Accountability and Research

**Reports To:** Assistant to the Superintendent for School & District Accountability

**Grade:** EL-06

**Number of Days:** 12 Months

**Security Access:** ESC

**Current Date:** June 17, 2013

**Overtime Status:** Exempt

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Position Summary: Responsible for the management and supervision of district directed and initiated programmatic research and reporting services; oversee the operation and modification of all programs for processing student records.

### Qualifications/Job Requirements

#### Education

- Minimum of a Master's Degree, doctorate preferred.

#### Specialized Knowledge, Licenses, etc.

- Must possess administrative certification.

#### Experience

- Minimum of ten (10) years of public education administrative experience.

#### Customer Contacts

- Internal
  - School leaders, faculty and staff
  - District Department, Office and Program Leaders and Staff
  - Family Representatives and Parent Organization Leaders/Members
- External
  - Community Organization, Agency and Institution Leaders and Staff
  - Municipal Leaders and Staff
  - Faith Based Organization Leaders and Staff

#### Duties and Responsibilities

- Develops and maintains the district's accountability systems.
- Collects, analyzes and reports results relative to the district's accountability system, Reviews and makes recommendations to supervisors concerning requests to conduct research involving/using district personnel/students/data from outside agencies and persons.

- Conducts various research projects as may be required.
- Coordinates and supervises personnel associated with contracted research projects as may be required.
- Monitors both internal and external research projects as may be required.
- Provides advice and counsel relative to board policy development and administrative rules and regulations governing research practices and procedures.
- Works collaboratively with appropriate representatives of internal and external organizations/institutions relative to district research activities and programs.
- Maintains professional relationships with appropriate local, state, regional and national organizations and groups.
- Provides technical assistance to individuals conducting research on behalf of the district.
- Facilitates analysis, review and utilization of research findings as may be appropriate.
- Solicits and secures extramural support for research activities.
- Develops reports of research activity and related findings and results.
- Establishes partnerships with other local educational agencies and institutions with similar research interests and/or activities.
- Monitor and report internal district achievement trend data from the following sources: MPG Testing K-3; SPI and SMI Testing, Grades 4-9; SRI Testing, Grades 4-10.
- Complete annual trend data analysis for ESEA testing for all student demographic categories.
- Calculate preliminary API annually as data becomes available.
- Assist Departments with in compiling needed data for annual core goal reports.
- Revise, finalize and publish school profiles.

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