



Job Description

Job Title: District Turnaround Officer

Reports to: Turnaround Partner, Superintendent
Department: Superintendent
Number of Days: 12 Months
Compensation: EL-7
Overtime Status: Exempt
Date Job Revised: July 20, 2010

Position Summary: The District Turnaround Officer will oversee the implementation and insure the fidelity of the transformation model at each of the participating schools in the Tulsa Public Schools 1003g Grant of 2010.

Qualifications/Job Requirements:

Education:

- Masters degree.
- Ability to meet relevant city and state certification requirements.

Specialized Knowledge, Licenses, etc:

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Experience:

- At least five years of successful experience in school administration preferably in a large, urban school district.

Specific Training/Skills:

- Ability to demonstrate that they are education professionals with leadership record, organization skills.
- Ability to work cooperatively and collaboratively with others
- Excellent interpersonal skills.
- Ability to communicate effectively both verbally and in written form.
- Experience analyzing data to facilitate and support decision-making.
- Ability to demonstrate effective teaching and learning practices.
- Possess excellent planning, goal setting, coordinating, and decision-making skills to facilitate and lead change initiatives and embrace innovation.
- Ability to effectively engage parents and community.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Serve as the chief administrative officer responsible for the management, evaluation, and improvement of the instruction, instructional resources, student support, and operations for the participating schools.

- Act as the district, state, and community liaison.
- Provide transformational leadership in helping each of the schools in creating and managing a safe, supportive and positive learning environment where all students excel, where staff is empowered and share the vision of high performance and collaboration, and where parents and community are engaged in partnerships to support student achievement.
- Make a commitment to shared decision-making based on data, openness to the advice of the Turnaround Partner, and sensitivity to the individual needs of the participating schools.
- Coordinate the development, implementation, and continual evaluation of curriculum, instructional programs, and support activities to improve student achievement and ensure continual progress to meet or exceed national, state, and local academic standards.
- Support the development of professional learning community teacher and leader teams that are integral to the turnaround process.
- Use multiple data sources to assess, identify and apply instructional improvements to positively impact student achievement.
- Work actively with principals, district leaders, and the Turnaround Partner to determine effective instructional practices.
- Oversee the development and implementation of special education and student support programs and services and ensures timely delivery, documentation, and associated reporting.
- Support the principals in creating, managing, and sustaining a safe and orderly school environment, setting and communicating high expectations for student behavior and ensuring effective and appropriate prevention and intervention strategies, as well as building and promoting a positive and supportive school climate that shows interest and caring for students.
- Ensure that each school conducts rigorous outreach to engage and involve parents and community in student support, instruction and governance.
- Assist the schools in establishing an environment of collaboration and empowerment for staff in participatory decision-making and one that maintains an overall fair student funding responsibility for each participating school.
- Ensure that each school analyzes and uses school enrollment data to plan, direct, monitor, and evaluate annual school budget for all resources for school day, before and after school, summer, and other programs and activities.
- Other duties as assigned by Turnaround Partner or Superintendent.