



Job Title: Executive Director – Teacher and Leadership Effectiveness

Department: Human Capital
Reports To: Chief Human Capital Officer
Grade: XP-01
Number of Days: 12 Months
Security Access: ESC
Current Date: September 16, 2013
Overtime Status: Exempt

Job Objective: Working closely with district leads, the Executive Director of Teacher and Leader Effectiveness provides leadership and oversight to develop and implement change management initiatives for the district with a special focus on teacher and leader effectiveness and performance management.

Minimum Qualifications:

- **Education:** Advanced degree (master's, juris doctorate, Ph. D.),
- **Experience:**
 - Minimum of four years of work experience and a successful track record in a position of leadership and management
 - Demonstrated experience leading cross functional teams and executing organizational change management strategies.

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.

- Lead and oversee the coordination and continued progress of TPS strategic teacher effectiveness and performance management priorities, including but not limited to: a.) development and implementation of a comprehensive teacher evaluation system which will incorporate multiple measures of effectiveness, b.) Design targeted professional development tied to information captured from evaluation results; c.) Development of teacher and principal pipelines to ensure a quality talent pool.
- Work in close collaboration with district leaders, teacher association, principals, community stakeholders and others to ensure the full implementation of key projects and district talent management and development initiatives.
- Monitor progress, milestones and expenditures to ensure all initiatives are conducted within budget and timeline parameters.
- Proactively identify, track and resolve issues, risks and dependencies associated with TLE priority projects, and communicate risks and issues to executive team and Superintendent. Identify and implement issue resolutions
- Coach and support the staff responsible implementation of TLE priorities to ensure effective execution. Conduct annual performance evaluation of TLE project leads and staff.

- Facilitate seamless communication and work flow products across all involved departments.
- Serve as the relationship manager to the Bill and Melinda Gates Foundation and Tulsa Community Foundation. Ensure all grant requirements are met including milestones, work plan schedules and reporting.
- Trace and report progress of initiatives to the superintendent, executive staff, funders and key stakeholders.
- Perform other tasks or services consistent with the duties defined in the position summary.

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

- Demonstrated commitment to holding high personal expectations, as well as high expectations for students, teachers, and staff.
- Demonstrated experience leading highly complex, cross-functional projects from strategy to implementation.
- Possess effective communication (oral and written) and interpersonal skills.
- Understanding of budget processes, marketing and communications preferred.
- Urban school experience at multiple levels strongly preferred. Administrative experience, a plus.
- Ability to analyze statistical data, to develop appropriate reports of such data, and to develop strategies for improvement based upon research findings.
- Proficient user of all Microsoft applications.
- Requires considerable concentration and creativity.
- Required to work at a very fast pace and able to develop specific goals and plans to prioritize, organize, and accomplish key tasks.

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

- Subject to stress caused by a changing environment, diversity in organization, tight deadlines and heavy workload
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Be able to sit for long periods of time without a break.
- Normal effort or occasional periods of light physical activity.

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