



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Executive Director of Organizational and Professional Learning

Reports to: Chief Academic Officer
Department: Teaching and Learning
Number of Days: 12 Months
Compensation: XG-01
Overtime Status: Exempt
Date Job Revised: May 14, 2014

Overview:

This is an exciting opportunity for an individual with deep knowledge of curriculum content, pedagogy, and effective methods to drive adult learning to play a critical role in one of the nation's most exciting reform efforts. Currently, Tulsa Public Schools (TPS) is in the midst of their five-year strategic plan that focuses on the following core goals:

- **Student Achievement:** Each student will meet or exceed state and national standards by demonstrating mastery of a rigorous curriculum that provides a foundation for success in career readiness or college preparedness and beyond.
- **Teacher and Leader Effectiveness:** Assure that Tulsa Public Schools has an effective teacher in every classroom, an effective principal in every building and an effective employee in every position.
- **Performance-Based Culture:** Create an environment for sustainable performance improvement and accomplishment of the District's Vision, Mission, Core Goals and Core Beliefs.
- **Financial Sustainability:** Seek, organize and optimize resources for improved academic results.
- **Safe and Secure Schools:** Ensure the safety and security of all students and staff throughout the District.

Tulsa Public Schools was founded in 1904 to provide public education to Tulsa area students from kindergarten through grade 12. Since the District's inception, TPS has grown to encompass 85 accredited sites spread over 173 square miles. Total enrollment in the District exceeds 41,000 students from the city of Tulsa, the county seat of Tulsa County and the surrounding area in Tulsa, Creek, Osage and Wagoner counties. TPS provides early childhood (pre-kindergarten for four-year old students), primary (kindergarten through grade 3) and intermediate (grades 4 and 5) elementary schools, middle schools (grade 6-8) and high schools (grades 9-12).

Position Summary:

Tulsa Public Schools is looking for a dynamic experienced leader for the Executive Director of Organizational and Professional Learning position to support and enable the district's five-year strategic plan and advance TPS to the next level in educating all TPS students.

Reporting to the CAO, the Executive Director has primary authority and accountability for managing and supporting the assessment of organizational development and learning needs and the design, implementation, and evaluation of programs that facilitate the professional development and continuous learning of staff.

Ideal candidates can demonstrate their experience as a strong academic leader with deep academic content knowledge coupled with extensive experience and a proven track record of designing and driving adult learning programs and initiatives.

Qualifications:

- Master's degree in education or related field required
- Oklahoma administrative certification
- Hold or eligible to hold appropriate licenses
- Ten or more years of experience as a school administrator and teacher including knowledge/experience with providing adult learning supports and programs
- Experience in an urban school district is preferred
- Demonstrated success leading strategic educational initiatives

Skills and Competencies:

Deep Knowledge and Experience with Adult Learning Theory

- Thorough knowledge of organizational and staff development theories and best practices
- Knowledge of current, national innovative programs and trends in organizational and staff development
- Ability to design and evaluate system-wide and school-based staff development plans
- Knowledge of effective use of technology in the delivery of staff development programs

Instructional Knowledge and Expertise

- Proven ability to develop and deliver programming that drives improved academic performance for all student populations; knows effective practice for differentiating instruction
- Deep understanding of curricular frameworks, pedagogy, and quality classroom materials; experience developing and implementing curriculum for a wide variety of grade levels and subjects
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites
- Thorough knowledge of effective instruction and knowledge of current theories of curriculum

Empathy and Commitment to Cause

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and Team Skills

- Builds and maintains strong relationships
- Works successfully alone or on a team
- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication
- Actively listens to others and able to effectively interpret others' motivations and perceptions
- Excellent facilitation skills
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations
- Skillfully navigates existing political structures/systems

Problem solving and systems thinking

- Understands how various systems / departments interact to achieve the long term goal
- Makes decisions using data and technology
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems
- Exhibits strong focus on goals and results. Sets clear metrics for success
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines

Leadership skills

- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds and maintains positive relationships with individuals and groups
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations

- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups
- Establishes clear expectations, deliverables and deadlines
- Sets clear agendas and facilitates effective meetings
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

Responsibilities:

Strategic Vision and Planning

- Report to the CAO and provide oversight of all system-wide professional learning planning and scheduling to ensure that all organizational and staff development is evaluated for effectiveness and resources are utilized appropriately
- Through collaboration with all stakeholders, provide vision and strategic direction (implementation mechanisms and supports) for the district's organizational development and learning needs through an annual assessment of organizational development needs and a corresponding strategic plan that identifies the strategies, programs, and timeline of all initiatives
- Conceptualize the design and delivery of professional learning for district-wide initiatives related to teaching and learning, organizational development, leadership, and technology integration into classroom instruction

Provide day-to-day leadership and direction in design, delivery, and management of professional learning

- Oversee all phases of system-wide professional learning from vendor selection, management, material negotiation, budget projections and cost model, and learning management data oversight
- Establish, provide, and communicate ongoing professional learning opportunities for instructional staff to obtain the knowledge, skills, and competencies needed to meet the district's purpose, strategic intent, system goals, core values and current initiatives which focus on and are aligned with district initiatives
- Develop and maintain an overall project plan that tracks and monitors every learning event
- Manage the evaluation process for each event to ensure feedback is incorporated into future events
- Work with all administrators and staff in developing quality and aligned professional development programs for instructional staff that meet district objectives and goals; work with supervisors to instill within each employee a commitment and accessibility to lifelong learning
- Coordinate any outside-the-district professional development to increase the likelihood that any programs/events attended are aligned to the direction and focus of the district leadership
- Lead the assessment, evaluation, and measurement of the impact of all programs that facilitate the professional development and continuous learning of staff

- Lead and coordinate all professional development aligned to the district's Common Core implementation
- Provide job-embedded professional learning for teachers, leaders, and other school-based support personnel to ensure alignment to instructional programs and district academic strategic goals
- Coordinate and oversee new teacher and principal mentoring and support programs

Other Responsibilities

- Partner with ILDs and Human Capital to support performance evaluation and observation training for supervisors and appraisers including norming, calibration, effective feedback, and overall process support
- Collaborate with other divisions and departments to ensure supports and programs are aligned and prioritized with district goals, initiatives and services to schools
- Research and remain abreast of innovations in professional learning practices and trends
- Manage and prepare budgetary recommendations to support district initiatives around organizational and professional development
- Perform other job-related duties and special projects as assigned

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