



Job Title: **Manager of District Performance**

Department: Deputy Superintendent
Reports To: Deputy Superintendent
Grade: BG-09
Number of Days: 12 months
Security Access: Education Service Center
Current Date: 04/20/2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Manages and coordinates cross-functional, organization-wide efforts to ensure that district priority initiatives and performance management (PM) programs are developed, managed and accomplished using a data-driven focus that sets priorities for improvements aligned to ongoing short and long-term strategic focus areas. Consults with Data and Analytics team and various department leaders and initiative owners to continuously develop improved performance standards and metrics.

Minimum Qualifications:

- Alignment with mission, vision and core values of Tulsa Public Schools.
- Master's degree in business administration, economics, math or related field preferred. Experience in project management or performance improvement is desired.
- Knowledge of school district functions and essential services.
- Skilled in communicating effectively, facilitating group processes and training staff.
- Ability to establish and maintain effective and productive working relationships with public and private organizations, partnerships and programs within the community.
- Experience in a non-profit organization, governmental agency, business and/or K-12 educational system with demonstrated knowledge in matters related to performance management and project management.
- Background in analysis, research or process improvement.

Responsibilities and Essential Functions: The following characteristics and representative of performance expectations.

- Conduct frequent meetings with initiative owners and other key stakeholders, as needed.
- Track progress of milestones and objectives across all major initiatives.
- Regularly report to Executive Leadership the progress of initiatives and the status of performance and quality improvement efforts and impacts.
- Collaborate with Data and Analytics team to build, direct, manage and ensure implementation and effectiveness of the district's performance management system.
- Connect people across the organization in order to ensure cross-functional collaboration and alignment.
- Implement a performance management and improvement process that leads to a positive and measurable impact on the district.
- Assist in the creation of performance metrics, reporting and improvement targets for all major district departments.
- Support and lead department teams to ensure high quality Performance Management implementation.
- Research and design appropriate organization-wide performance and quality training.
- Coordinate performance management and quality improvement capacity building for all levels of management and employees.
- Establish a continuous performance and quality improvement effort and monitoring and reporting system.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Drive culture change to instill focus on service-based mindset and continuous improvement of processes and procedures.
- Other duties and projects as assigned.

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

- Experience driving organizational change in a changing environment.
- Understanding of design thinking methodology and improvement science.
- Understanding of program design and performance management.
- Excellent written and verbal communication skills.
- Demonstrated proficiency in synthesizing large amounts of data.
- Track record for problem solving and analysis.
- Leadership and change agency capabilities.

Supervisory Responsibility: Does not directly supervise any individuals, but will exert considerable influence over several departments by leading the performance management work.

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

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Standard office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours.
- Normal effort of occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.