



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: School Improvement Administrator

Reports to: Director, Title I
Department: Federal Programs and Projects
Number of Days: 12 months
Compensation: EL 4
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: The Title I School Improvement Administrator will support Title I schools improvement initiatives, including the professional learning communities and the goals of the School Improvement Plan. This specialist will work cooperatively with principals and school leadership teams to advance curriculum mapping/unit design, assessment for learning, best practices in curriculum and instruction and a literacy framework.

Qualifications/Job Requirements:

Education:

- Masters Degree

Specialized Knowledge, Licenses, etc:

- Oklahoma teaching and/or administrative certification

Experience:

- Ten years minimum teaching/administrative experience.

Specific Training/Skills:

- Ability to work in a cooperative environment, build team relationships, self manage time and possess knowledge of District mission, vision and goals.
- Be supportive of systemic improvement initiatives and provide models for performance outcomes.

Customer Contacts:

- Internal: Area Superintendents and Title I Principals

Duties and Responsibilities:

- Collaborates with principals and school leadership teams to advance district initiatives, K-12.
- Communicates effectively orally and in writing.
- Designs and implements professional training modules for school staff.
- Provides leadership to school staff on school improvement practices.
- Implements training for teachers on district initiatives including best practices in school improvement.
- Facilitates curriculum development centered on the district school improvement initiatives.
- Facilitates curriculum mapping and the development of confinement of concept-based units.
- Monitor and make recommendations concerning Data Rooms at the school level.
- Facilitates assessments for learning training.
- Facilitates researched-based instructional practices.
- Supports the principal in the achievement of school improvement initiatives.
- Understands and interprets data.
- Serves as a resource to Area Superintendents and area schools in the development of the school improvement planning process.
- Able to work with multiple stakeholders in a complex system.
- Uses organizational strategy to build a coherent plan for school improvement.

