



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

### **Job Description**

#### **Job Title: School Improvement Officer**

**Reports to:** Asst. Superintendent for Curriculum & Instruction, Special Ed & Student Services  
**Department:** Curriculum and Instruction  
**Number of Days:** 260  
**Compensation:** EL-8  
**Overtime Status:** Exempt  
**Date Job Revised:** November 12, 2010

**Position Summary:** The School Improvement Officer will support the school improvement efforts of the TPS lowest performing schools and build the instructional capacity of the principal and teachers. This officer will be required to be at the site level 85% of their time to provide support and professional development to principals, leadership teams, professional learning communities and teachers. A time and effort log is required to identify the activities and time spent at each school. Extensive knowledge, experience and successful implementation of a school turn-around model is required.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Master's degree
- Doctorate preferred

##### **Specialized Knowledge, Licenses, etc:**

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##### **Experience:**

- Five years experience as a successful classroom teacher and administrator in a K-12 urban school district.
- Knowledge of Statistical analysis.

##### **Specific Training/Skills:**

- Graduate level course work in statistics/research/evaluation
- Strong organizational, communication, and interpersonal skills
- Ability to complete assignments and reports, along with preparing presentations for the Board of Education and the public.
- Ability to work in and contribute to creating a performance culture and highly collaborative environment.

##### **Physical Requirements (If Applicable):**

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##### **Other:**

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#### **Scope of Authority (If Applicable):**

- Full management responsibilities for multiple schools including all aspects of line responsibility.

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

- Participates in a group plan and/or budget development.

#### **Customer Contacts:**

- Internal: Central office administrators involved with curriculum development and implementation; principals and teachers who implement curriculum at the school level.
- External: Research specialists in other school districts; State Dept. of Education; US Dept. of Education.

**Duties and Responsibilities:**

- Conduct focus groups, interviews, classroom observations, and document reviews
- Assure the effective implementation of the school improvement plan that includes measurable long-term goals and short-term objectives as well as aligned strategies, activities, milestones, professional development plans, and budgets. This will be accomplished through quarterly reviews with school leadership teams.
- Use the WISE tool to monitor implementation of the school improvement plan curriculum and instruction strategies, and to maintain the focus and ongoing modification of the plan as new data become available.
- Use the WISE planning and coaching tool to monitor action plans to ensure effective and efficient implementation.
- Align the use of funds to support research-based strategies that improve teaching and learning.
- Provide professional development to ensure that all subgroups, including English language learners and special education students, receive effective interventions for improving academic learning within specific timelines.
- Facilitate the assessment of areas of need based on the Oklahoma Nine Essential Elements Performance Indicators and rubrics.
- Facilitate the Data Review process to identify areas that impede students' academic growth.
- Provide professional development to principals and teachers on using the data from benchmark/formative assessments to inform instruction.
- Facilitate effective use of learning time by providing professional development related to:
  - Maximize increased instructional time focused on student academic needs;
  - Provide professional development that ensures student engagement when providing differentiated re-teaching and focused interventions; and
  - Integrate curriculum areas to strengthen key concepts across all subject areas.
- Provide professional development and ongoing support with a focus on strategies and activities on improving daily instruction.
- Provide follow-up and coaching activities to principals, leadership teams, professional learning communities, and teachers that are designed to ensure effective implementation of district/school learning goals.