



T U L S A

PUBLIC SCHOOLS

**Job Title: Senior Director of Student Engagement**

**Department:** Student and Family Support Services  
**Reports To:** Executive Director of Student and Family Support Services  
**Grade:** EG-11  
**Number of Days:** 12 Months  
**Security Access:** District  
**Current Date:** April 12, 2016  
**Overtime Status:** Exempt

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**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:** Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

The Senior Director of Student Engagement will provide leadership for a comprehensive student support infrastructure that includes counseling and mental health, learning supports, discipline and suspensions, attendance, and social emotional learning. The Senior Director will collaborate with district leadership, school leaders, special education, Title I, accountability, Communities in Schools, other TPS departments, and community partners to increase student achievement, ensure superior service, and fulfillment of district, state, and federal policies.

## **Minimum Qualifications:**

- Master's degree in educational leadership or related field.
- Oklahoma Principal Certification
- Seven years' experience in a school or youth development setting with three to five years' experience in a leadership / supervisory role.
- Previous experience in a large, public school setting—preferred urban, Title I schools.
- Experience in student support services and discipline response policy, planning, and implementation.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Provide direct supervision for student support coordinators, culture and climate coordinator, and discipline support coordinator and will co-supervise the homeless education coordinator.
- Oversee Communities in Schools work in six elementary schools.
- Gather, synthesize, and analyzes student attendance, discipline, suspension, and academic data to inform practices, policies, and protocols.
- Conduct ongoing assessment of programs through formative, summative, and other system-wide data for continuous improvement.
- Determine program needs and allocate resources to maximize division budget.
- Stay informed of state and federal laws and procedures pertaining to student support services.
- Participate in regional and state meetings pertaining to student support and behavior services.
- Oversee hospital sites and selected alternative programs.

## **Learning Supports**

- Collaborate with school leaders, school counselors, social workers and social services specialists, mental health providers, special education, and community partners to provide universal student support services and develop school level tiered Response to Intervention Teams (RTI)—“Student Support Teams.”
- Provide oversight of professional learning communities for school counselors, social workers, student support specialists, and behavior coaches.
- Partner with community agencies and stakeholders to implement evidence-based programs, services, and interventions that meet the social, emotional, and behavior needs of students.

## **Behavior Supports**

- Oversee the development and implementation of a new district review process for discipline, suspensions, alternative placements, and transitions.
- Oversee the review, revision, and maintenance of the district behavior response plan.
- Communicate with parents, students, schools, and other staff concerning student discipline, suspensions, alternative placement, and transitions.
- Provide oversight of professional learning communities for TRAICE satellite, academic engagement teachers, and deans.

- Oversee district's safe school programming and reporting to the state department of education.

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

- Ability to facilitate collaborative team processes across disciplines using collective impact model.
- Understanding of educational success and social, emotional learning and development.
- Ability to communicate effectively and efficiently in a variety of settings, including public speaking.
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situation.
- Ability to speak Spanish a plus.

**Supervisory Responsibility:** Supervises Student Support, Discipline Support, and Culture and Climate teams. In addition, oversees specialized and alternative sites.

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

- Standard office environment

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