



**Job Title:** Strategic School Design Specialist

**Department:** Teaching and Learning  
**Reports To:** Executive Director of Organizational and Professional Learning  
**Grade:** EG-08  
**Number of Days:** 12 Months  
**Security Access:** Wilson  
**Current Date:** August 28, 2014  
**Overtime Status:** Exempt

---

**Position Summary:** Become an expert in efficient resource optimization and scheduling and build principal capacity to optimize their resources and create schedules providing teachers more collaborative planning and learning time.

**Qualifications/Job Requirements:**

**Education:** Minimum of an earned Master's Degree from an accredited institution.  
**Experience:** Minimum of five years secondary principal experience.  
**License:** Oklahoma Administrative Certification

**Duties and Responsibilities:**

- Train with TimeWise/Center for Reform of School Systems to develop a deep understanding of and become the district expert in efficient resource optimization and scheduling including understanding the processes and opportunities.
- With training, become skilled in audit/analysis of current master schedules district-wide and school by school and use data to evaluate district allocations.
- Become skilled in utilizing scenarios as a strategy element prior to developing a school schedule. Include analytic data as well as design and creativity. Evaluate for strengths/weaknesses/issues/questions as well as hard data/reporting.
- Work with and train pilot school principals, non-pilot principals, and assistant principals to build capacity to optimize their resources and create schedules providing their teachers with more collaborative planning and learning time.
- Train on the School by Design process using the School By Design Software.
- Work with school leaders/teams to explore options for master schedule improvements based on audit data and scenario options.
- Assist schools in master schedule design decisions and formal communication process to share their plans with the district.

**Skills and Abilities Required:**

- Highly organized; ability to multi-task.
- Ability to quickly learn and utilize software.
- Experience in adult education.

- Experience in creative master scheduling.
- Experience in leading adults to achieve results despite obstacles.
- Keen ability to use data in the decision making process and strong analytical and problem-solving skills.
- Ability to continuously elevate professional contributions through ongoing reflection, building upon previous learning and being open and receptive to ongoing feedback.
- Understanding the implications of new information for both current and future problem-solving and decision making.
- Ability to manage the ambiguity and multiple priorities inherent in a school environment.
- Good time management skills and detail-oriented personality; excellent written and oral communication skills.

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

- Subject to stress caused by a changing environment, tight deadlines and heavy workloads.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily requirement working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Tulsa Public Schools is an 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.