



T U L S A

PUBLIC SCHOOLS

Job Title: Superintendent
Department: Office of the Superintendent
Reports To: Board of Education
Number of Days: 12-months
Security Access: District
Current Date: October 8, 2014
Overtime Status: Exempt

Job Objectives: The Superintendent will be committed to high academic standards for all students with a focus on improving student achievement, building a performance-based culture, supporting the continued development of teachers and leaders, and ensuring financial sustainability while providing a safe and secure environment for all. The Superintendent will provide oversight and leadership to further the Board-approved vision, mission, and strategic plan, with a special focus on the District's theory of action based on its teacher and leader effectiveness strategy. Most importantly, the Superintendent will ensure that the change initiatives currently in place as well as others he/she identifies in the future are aligned to the District goals, focused on improving outcomes for students, and are implemented with fidelity and success. Additionally the Superintendent must be committed to fostering community and parent support, understanding and managing philanthropic and civic partnerships, and remain aware of and participate in state level policy.

Minimum Qualifications:

- **Education:** Master's Degree
- **Certification:** Required state certification
- **Experience:**
 - 10+ years related supervisory experience
 - Experience in public school, state or local government, nonprofit or a business of similar size and complexity; Oklahoma and Tulsa area context/experience preferred.
 - Experience as Superintendent or senior-level district leader preferred.
 - Experience managing community, student, parent, stakeholder and/or board relationships
 - Experience creating a positive and collaborative relationship with unions/professional associations and managing contract or labor agreements
 - Demonstrated ability to develop policy, strategic plans and related initiatives

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

- Visionary Leadership
 - Responsible for the formation and direction of the administrative organization of TPS
 - Creates a shared vision through strategic planning to achieve Board-approved goals.

- Provides curriculum and instructional leadership focused on ensuring all students excel
 - Implements reform and change initiatives with fidelity and success
 - Develops policy to meet Board-approved goals and comply with legislative changes focused on supporting TPS students, teachers and staff
 - Works cooperatively with all legislative agencies to enhance the success of TPS and education policy locally, statewide, and/or nationally
 - Understands and incorporates trends and research to improve the quality of education in TPS
 - Works cooperatively and innovatively to strengthen the TPS portfolio of schools
 - Builds upon the current performance-based culture within TPS to improve the performance, transparency and collaboration
 - Works with all members of the community, philanthropic agencies and others to gain support for TPS
 - Makes decisions regarding TPS in alignment with policy and best practices
 - Demonstrates honesty, integrity, fairness and high ethical standards
- Management
 - Possesses a thorough understanding of effective management systems and uses this knowledge to effectively staff TPS
 - Attracts and retains high quality staff
 - Makes timely decisions and recommendations
 - Proactively engages the Board on key strategic and policy issues
 - Builds a culture of trust while supporting and empowering staff to make decisions
 - Controls and exercises general supervision over policies and management of schools, administrative units, and the District
 - Manifests skills in delegating authority with clear accountability measures
 - Brings an open and participatory process to seeking and identifying solutions to complex issues
- Fiscal Responsibility
 - Demonstrates expertise in financial management
 - Understands the budget process and ensures budget alignment to District priorities
 - Engages granting agencies, philanthropic community and others to gain commitment and continued financial support of TPS
 - Understands long-range planning
- Communication and Interpersonal Skills
 - Communicates a vision of quality education and motivates others to work together to achieve that vision
 - Accessible to Board members, staff, and the community

- Demonstrates effective, authentic and ongoing community and stakeholder engagement strategies.
- Keeps the staff, Board and public informed of all matters of significance in TPS
- Shows sensitivity and respect for diverse backgrounds and cultures
- Presents clear recommendations and decisions
- Other Responsibilities
 - Performs other duties, and exercises such other authority, as may be required or conferred upon him/her by the law or by the Board

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

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Ability to identify complex problems, manage organizational change, develop and evaluate options, and implement solutions
- Excellent interpersonal and communication skills.
- Ability to work cooperatively with school and District leaders, staff, community, philanthropic partners, and local, state and federal government.
- Ability to analyze data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to perform multiple job tasks.
- Knowledge of finance principles involved in budgeting, grants management, forecasting, and fund allocation.
- Ability to attend meetings of the Board, other community and stakeholder meetings, etc.
- Ability to use technology including proficiency in MS Office suite including Outlook, Word, Excel, etc.

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