



**Job Description**

**Job Title: Oversight Monitor**

**Reports to:** Assistant Superintendent for School Improvement  
**Department:** ESC  
**Compensation:** EL 2  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:**

The purpose of the Oversight Monitor position is to provide support, guidance and oversight of programs and services for the twelve (12) North Tulsa Community Schools. It also supervises, collaborates and develops professional development programs designed to enhance the effectiveness of school operations.

**Qualifications/Job Requirements:**

- At least five (5) years of successful experience as a classroom teacher and building level administrator.
- A high degree of organizational ability and a demonstrated skill in managing a high volume of tasks.
- Must be willing to attend training and orientation sessions regarding the district's vision, mission, goals and accountability standards.

**Education:** A Master's degree or higher from an accredited college or university. A Doctorate degree with a curriculum cognate is preferred.

**Specialized Knowledge, Licenses, etc:** Administrative certification is required.

**Duties and Responsibilities:**

- Ensure that "teaching to standards" is evident throughout the academic school year.
- Keeps abreast of state and national directives regarding No Child Left Behind Act of 2001, Title I, Improving The Academic Achievement of The Disadvantaged.
- Analyzes data to evaluate the effectiveness of curriculum and teaching methods
- Ensures for curriculum alignment at the individual school level.
- Keeps abreast of scientifically research based programs in curriculum and instruction for schools.
- Provides staff leadership to ensure understanding of the vision, mission and goals of the district.
- Coordinate building curricular audits and special education audits.
- Compile annual reports that clearly demonstrate student achievement on school testing programs and the acquisition of Adequate Yearly Progress.
- Interprets the curriculum to the administration, staff and community.
- Participates in curriculum and instruction at the state regional and national levels.
- Study, evaluate and make recommendations for the adoption of new instructional programs.
- Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
- Other duties and responsibilities as assigned by the Assistant Superintendent for School Improvement.