



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Assistant Superintendent for School Improvement**

**Reports to:** Chief Academic Officer  
**Department:** Curriculum Services  
**Compensation:** Administrative Grade  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** July 14, 2005

#### **Position Summary:**

The Assistant Superintendent for School Improvement will be responsible for implementing the district improvement plan for the school years 2004-2006. He/she will formulate and design procedures to determine if program objectives are being met. The Assistant Superintendent for School Improvement will also assist the Superintendent and Chief Academic Officer in providing effective leadership in developing and a translating exemplary curricular goals and educational programs into meaningful learning experiences for students.

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

- At least ten (10) years of successful experience as a classroom teacher and building level administrator.
- Advanced graduate work in education with a specialization or cognate in curriculum and instruction.
- Experience in the successful development, design and implementation of curriculum and programs at the individual school level.
- Experience in the design and evaluation of curriculum and instruction.

**Education:** A Master's degree from an accredited college or university. Doctorate preferred.

#### **Duties and Responsibilities:**

- Must attend training and orientation sessions regarding the district's vision, mission, goals and accountability standards.
- Supervise the Lead Principals and Oversight Monitor for the Sixteen (16) North Tulsa Community Schools.
- Ensure that "teaching to standards" is evident throughout the academic school year.
- Administer the School Improvement Program.
- Analyze data to evaluate the effectiveness of curriculum and teaching methods
- Direct preparation of publicity to promote positive instructional activities.
- Monitor recruitment of teaching staff.
- Ensure that the school curriculum is aligned with the vision, mission and the goals of the district.
- Ensure for curriculum alignment.
- Maintain a continuous program for improvement of instruction that meets the needs Tulsa Public School students.
- Advise the district on design, implementation and interpretation of results of State standardized test and other achievement measures.
- Collaborate with appropriate instructional staff in developing experimental program designs and evaluation criteria.
- Provide leadership and direction in designing and implementing a varied and continuous program for professional development of staff in the implementation of the curriculum.
- Provide current scientifically research based programs in curriculum and instruction for schools.
- Assist the Chief Academic Officer with the selection of instructional personnel.

- Conduct regular audits of the instructional program and reports findings to the Chief Academic Officer.
- Attend all instructional committee meetings and Board meetings.
- Report annually to the Superintendent/Chief Academic Officer the success in meeting Adequate Yearly Progress.
- Direct the development and implementation of a district wide monitoring system with appropriate staff to verify adherence to established curriculum standards.
- Coordinate the development of all new or substantially modified evaluation programs in collaboration with other staff.
- Keep abreast of state and national directives regarding No Child Left Behind Act of 2001, Title I, Improving The Academic Achievement Of The Disadvantaged.
- Other duties and responsibilities as assigned by the Chief Academic Officer.