



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director of Organizational Health

Reports to: Assistant to the Superintendent for District Accountability
Department: Accountability
Number of Days: 12 Months
Compensation: EL-3
Overtime Status: Exempt
Date Job Revised: August 20, 2009

Position Summary: Responsible for assessing organizational strengths and weaknesses, provide hard measures for the soft issues that impact financial performance, track progress and catches potential issues early and identify a district model to illuminate the optimal path forward. Responsible for developing online surveys and conduct in-depth interviews and focus groups to gain a deeper understanding of the key issues. OHI analyses will be provided for the District management layers and other subgroups as needed. Results will be benchmarked against other high achieving school districts.

Qualifications/Job Requirements:

Education:

- Minimum of a Master's Degree, doctorate preferred

Specialized Knowledge, Licenses, etc:

- Must possess administrative certification

Experience:

- Minimum of ten (10) years of public education administrative experience.

Specific Training/Skills:

- Solid strategic planning, analytical and decision making skills.
- Experience in leading diverse work teams, writing, and evaluation research methods.
- Excellent communication and organizational skills.
- General knowledge of the school District's mission, vision and goals.
- Comprehensive knowledge of "Quality Management" concepts, tools, and related applications in an educational environment.

Physical Requirements (If Applicable):

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Other:

- Baldrige strategic planning.
- Organizational Health Index

Scope of Authority (If Applicable):

- Leadership level

Customer Contacts:

- Internal: All school and central office personnel
- External: Customers, parents, students, community members, strategic community groups.

Duties and Responsibilities:

- Responsible for assessing organizational strengths and weaknesses.
- Provide hard measures for the soft issues that impact financial performance.
- Track progress and catches potential issues early and identify a district model to illuminate the optimal path forward.
- Responsible for developing online surveys and conduct in-depth interviews and focus groups to gain a deeper understanding of the key issues.

- OHI analyses will be provided for the District management layers and other subgroups as needed.
- Results will be benchmarked against other high achieving school districts.