



**Job Description**

**Job Title: Director of Educational Indicators**

**Reports to:** Assistant to the Superintendent for Accountability/Research  
**Department:** Accountability/Research  
**Number of Days:** 12 Months  
**Compensation:** EL - 6  
**Overtime Status:** Exempt  
**Date Job Revised:** August 18, 2008

**Position Summary:** Improves the quality and comparability of District assessments and data systems to produce accurate indicators of the progress of our elementary and secondary schools. Provides leadership in developing a system which includes collecting and reporting statistical indicators by school, tracking changes, assisting with District and state accountability systems and conducting analyses of trends.

**Qualifications/Job Requirements:**

**Education:**

- Minimum of a Masters in Education or equivalent, doctorate preferred.

**Specialized Knowledge, Licenses, etc:**

- Statistical background

**Experience:**

- Minimum of ten (10) years of urban public school experience.

**Specific Training/Skills:**

- Be supportive of systemic improvement initiatives and provide models for performance outcomes.

**Physical Requirements (If Applicable):**

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**Other:**

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**Scope of Authority (If Applicable):**

- Supervises five (5) employees.
- Manages all state and district testing and assessment.

**Customer Contacts:**

- Internal: School leaders, faculty and staff; District departments, office and program leaders and staff.
- External: Community organizations, agencies and institutions; Office of Juvenile Affairs. Courts and Judges, parents and guardians of Tulsa Public School students, Oklahoma State Department of Education.

**Duties and Responsibilities:**

- Develop, implement and maintain the district's academic assessment systems, OCCT, EOI, OMAAP, OAAP, SAT, AP, ACT, grade level.
- Collect, analyze and report results relative to the district's academic assessment systems.
- Provides advice and counsel relative to board policy development governing assessment.
- Provide technical assistance to schools regarding assessment practices and procedures.
- Determine preliminary API data for the district and individual schools.
- Establish trend data for suspensions, dropouts, graduation rates and state assessments.
- Monitor graduation, dropout, truancy, and GED rates
- Coordinate the Civil Rights Data Report. (federal report every two years).
- Develop individual School and District Profiles that meet NCLB requirements.