



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Staff Development & Leadership Training

Reports to: Chief Academic Officer
Department: Staff Development & Leadership Training
Compensation: EL grade 8
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Responsible for developing, implementing, managing, supervising and evaluating the district's staff development and training programs for professional educators; technical, administrative, and other professional personnel; and classified personnel within Tulsa Public Schools. The responsibility includes the specific requirement to develop and manage a succession planning strategy for school based leadership personnel.

Qualifications/Job Requirements:

Education:

- Master's Degree
- Oklahoma Administrator's Certification.

Experience:

- Minimum of five years of progressively responsible administrative and successful service as a senior professional development leader.

Other:

- Extensive knowledge in staff training and professional development.
- Proven record in leading professional development in an urban public education environment.
- Excellent interpersonal and communication skills with strong evidence of successfully implementing and sustaining professional development and leadership training initiatives among colleagues and subordinates.
- Ability to work cooperatively with school leaders, department heads, and leaders from other agencies and institutions.
- Ability to analyze statistical data, to develop appropriate reports of such data, and to develop strategies for enhanced professional development opportunities based upon research findings.
- Ability to balance multiple job tasks.
- Ability to plan and present information to the public.
- Ability to represent the district at state and regional functions.

Duties and Responsibilities:

- Assist in development of a high quality, comprehensive professional development program designed to create a community of adult learners committed to enhancing student success and to meet the identified needs of district employees, both certificated and classified.
- Maintain liaison with other division, department, office, and school leaders.
- Serve as a member of the Superintendent's Cabinet.
- Provide leadership for professional development and continuing education activities for administrative, certified and support employees.
- Conduct an annual assessment of organizational needs for professional development at all levels of the organization.
- Provide assistance and leadership in coordinating standards-based professional development and professional day activities.
- Develops, implements, supervises, and evaluates the effectiveness of a leadership development plan.

- Works cooperatively with the superintendent's staff in developing and implementing a leadership succession plan to include particular attention to the identification and development of minority leaders.
- Assist in the evaluation of all professional development activities to ensure continuous improvement.
- Ensure that professional development points and continuing education units are available for all professional development activities.
- Supervise the preparation and revision of the Professional Development Master Plan.
- Oversee the implementation of HB1017 professional development requirements.
- Provide resources and support for site professional development activities.
- Coordinate professional development library acquisition and dissemination of materials.
- Write the professional development plan that is submitted to the School Board annually to support the District's Comprehensive Local Education Plan.
- Assist in budget preparation and monitoring.
- Help develop and interpret professional development policies, rules, and regulations.
- Represent the District on various committees.
- Participate in local, state, and national professional meetings pertaining to professional development.
- Supervise the district-wide Professional Development Committee.
- Oversee scheduling and use of Fulton Teaching and Learning Academy.
- Serve as building administrator for Fulton Teaching and Learning Academy.
- Supervise the Fulton clerical and custodial staff.
- Supervise professional development resource teachers.
- Perform other tasks as assigned by the superintendent and/or chief academic officer.