



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director of Strategic Planning and Performance Improvement

Reports to: Deputy Superintendent for Leadership, Research and Development
Department: Leadership, Research and Development
Number of Days: 12 Months
Compensation: EL 6
Overtime Status: Exempt
Date Job Revised: March 3, 2009

Position Summary:

Lead and champion the district's process-improvement initiatives including the development, deployment, and monitoring of the District's strategic plans. Facilitate the implementation of performance improvement processes to support all functions within the District. Provide support to District offices, schools, and other work locations in the development and deployment of measures used to track and trend performance

Minimum Qualifications/Job Requirements:

Education:

- Master's Degree in Education or related field.

Experience:

- Five years district or community leadership experience.
- Experience in areas such as performance improvement, organizational development, and/or quality tools.

Specific Training/Skills:

- Working knowledge of the legislative process at the state level, ability to communicate the District's position on educational issues to legislators, ability to develop collaborative working relationships with legislators.
- Demonstrate knowledge of strategic planning process that includes input from internal/external stakeholders.
- Effective verbal and written communication skills required.

Physical Requirements (If Applicable):

Other:

- Characteristics necessary for success include enthusiasm, initiative, creativity, discretion, attentiveness, alertness, cautiousness, hospitality, availability, and flexibility.

Customer Contacts (Internal and External):

- **Internal:**
 - Students, teachers, district personnel, board members.
- **External:**
 - Community organizations, agencies, and institutions, and Tulsa's legislative delegation.

Duties and Responsibilities:

- Coordinate performance improvement processes and identify resources, policies, and procedures needed to implement deployment at the District level.
- Provide direction of district performance measures to support programs and activities that impact student achievement at the District level.
- Analyze data, reports, and surveys from work units across the District to determine opportunities for improvement, monitor progress, and follow-up actions.
- Lead team efforts to establish and monitor customer/supplier relations, supports strategic planning and deployment initiatives, and develop measurement systems to track and trend organizational improvement.

- Work closely with the Superintendent or designee to achieve the goals and objectives of TPS.
- Perform other duties as required.