



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Assistant Superintendent, Curriculum and Instruction

Reports to: Chief Academic Officer
Department: Teaching and Learning
Compensation: EL Grade 8
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Coordinate, monitor and evaluate the District's elementary and secondary programs; assist in maintaining a unified curriculum, engage in continuous review of curriculum and instruction to assure a seamless vertical alignment from elementary to secondary; supervise and coordinate the activities of resource teachers, facilitators and coaches.

Qualifications/Job Requirements:

Education:

- Minimum Masters Degree
- Oklahoma administrative certification

Specialized Knowledge, Licenses, etc:

Experience:

- Minimum 5 years of verifiable teaching and/or administrative experience at the appropriate level.

Specific Training/Skills:

- Knowledge of, and ability to operate, a personal computer and audiovisual equipment.
- Extensive knowledge of elementary and secondary curriculum and graduation requirements.

Physical Requirements (If Applicable):

Other:

- Ability to supervise people.
- Ability to speak and write well.
- Ability to plan and present information to the public
- Ability to make decisions based on relevant information.
- Ability to balance several job functions at one time and work under a heavy work load.
- Ability to work cooperatively with other departments and agencies.
- Good interpersonal and communication skills
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to represent the District at state and regional functions.

Scope of Authority (If Applicable):

Customer Contacts (Internal and External):

Duties and Responsibilities:

- Coordinate, monitor and evaluate the district's secondary programs.
- Duties in relation to the programs include:
 - assist in maintaining a unified curriculum in the secondary schools;
 - engage in continuous review of curriculum and instruction to assure a seamless vertical alignment from elementary to secondary;
 - participate in ongoing review of proposed programs to assess their effectiveness and alignment with current district efforts;
 - make suggestions for ongoing improvements and enhancements to the TPS Model for School Improvement;
 - provide for field testing of new programs;

- develop new programs from field test for board approval;
- coordinate the systematic implementation of new programs into schools;
- facilitate deregulation/waiver requests to support innovative district approaches;
- monitor and evaluate new and existing programs.
- Facilitate the selection of textbooks and resource materials.
- Coordinate and supervise professional development so that it aligns with and supports district goals and objectives.
- Coordinate district curriculum writing to facilitate the integration of curriculum.
- Monitor expenditures from federal, state and grant resources to assure alignment with district goals and objectives.
- Facilitate and help guide the district assessment program.
- Supervise and coordinate the activities of coordinators, resource teachers, facilitators, and coaches.
- Plan and organize regular meetings with the secondary schools' principals and assistant principals to coordinate the unified secondary curriculum.
- Review and revise secondary grade reporting system and report card.
- Prepare budgets for the Secondary Programs department and make personnel recommendations when vacancies occur within the department.
- Coordinate district activities associated with implementing state required programs and services for Limited English Proficient students.
- Visit schools and various sites within the district.
- Maintain strong connections with the State Department of Education.
- Respond to public inquiries about curriculum and instruction.
- Use effective positive interpersonal communication skills.
- Perform other duties or services as required.