



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Assistant to the Superintendent for Quality Control**

**Reports to:** Superintendent of Schools  
**Department:** Office of the Superintendent  
**Number of Days:** 12 Months  
**Compensation:** Education Leadership 6  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

#### **Position Summary:**

Assist the Superintendent with developing and sustaining positive relations with individuals, agencies, organizations, and institutions in an effort to further the educational goals of Tulsa Public Schools. Lead and champion process-improvement initiatives. Provide District leadership in the development, deployment, and monitoring of the District's Performance Improvement Initiatives. Facilitate the implementation of performance improvement processes to support the efforts of all functions within the District. Responsible for providing support to District offices, schools, and other work locations in the development and deployment of Dashboards and Scorecards as needed. Assist the Superintendent in planning and implementing strategies, special projects, and programs aimed at maintaining and improving relationships with minority and special interest groups, and advise the Superintendent on special issues in the community that provide an opportunity for TPS to positively affect student achievement and enhance individual and community involvement in our schools. Assist the Superintendent in working with state and local officials on legislative affairs. Oversee the annual review and revision of board policies.

#### **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, performance measures, 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 strategic planning ability of long-range district goals for community engagement.
- 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 the performance improvement processes and identifies resources, policies, and procedures needed to implement their deployment at the District level.
- Provide direction in the supervision and alignment of the District's Dashboard, Scorecards, and metrics to programs and activities that impact student achievement at the District level.
- Analyze data, reports, and surveys from work units across the District to determine the significant areas of opportunities for improvement, to monitor progress, and to make recommendations for follow-up actions.
- Develop and maintain a positive and collaborative relationship with the District's contract lobbyist.
- Inform the Superintendent and other District leaders of areas of legislative interest that may impact the educational services delivered to our students and their families.
- Develop a slate of legislative goals through enlisting input from Cabinet level leaders.
- Lead team efforts to establish and monitor customer/supplier relations, supports strategic planning and deployment initiatives, and helps develop measurement systems to determine organizational improvement.
- Represent the Superintendent as needed at public functions, meetings at the state and local levels, and any other personal appearances as may be requested by the Superintendent as the District's official representative.
- Monitor the progress in the legislative session as it relates to education-related matters.
- Advise and support the Superintendent by keeping him/her abreast of key issues that may impact district/community relations.
- Assist the Superintendent in planning and implementing strategies, special projects, and programs aimed at maintaining and improving relationships with minority and special interest groups.
- Serve as a liaison for the District at the Superintendent's direction and represent the Superintendent at various meetings and functions as required.
- Work closely with the Superintendent and his staff to support and promote the goals and objectives of TPS.
- Oversee the annual review and revision of board policies.
- Seek additional ways to improve district/community relations by actively serving on community committees and boards when appropriate.
- Serve as television host for TPS sponsored television programs.