

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Learning Director, Central

Reports to: Principal Leader
Department: Curriculum and Instruction
Compensation: EL 2
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: August 19, 2009

Position Summary: To provide leadership for the development and implementation of the school's academic instructional programs. To assist teachers in effective delivery of personalized instruction and effective classroom management.

Qualifications/Job Requirements:

Education:

- Master's Degree from an accredited educational institution

Specialized Knowledge, Licenses, etc:

- Certification in elementary administration preferred. Must be able to obtain in one (1) year from hire date.

Experience:

- Minimum three (3) years successful teaching experience, five (5) years preferred in elementary and/or special education.
- Experience in curriculum and program development.
- Experience in alternative education preferred.

Customer Contacts (Internal and External):

- Staff, students, parents, community, state personnel and Board members.

Duties and Responsibilities:

- Serve as both the building administrator and a classroom teacher.
- Provide direct classroom instruction for students.
- Work with individual students in the implementation of behavior management plans.
- Develop, coordinate and implement the school's site based plan.
- Work with teachers and staff in the development and implementation of the core components of the school's curriculum.
- Participate in personal development in order to acquire new skills and knowledge that supports school programs.
- Participate in school governance activities.
- Assist in the development, coordination and implementation of the school marketing plan.
- Assist in coordination and implementation of a parental and community involvement program.
- Work with district level curriculum coordinator, director and other employees to ensure integration and coordination of the district's programs.
- Work with specialty area teachers, and other professional staff to coordinate, schedule and implement programs.
- Implement and schedule all standardized testing as assigned by the principal leader.
- Serve, at the direction of the principal leader and Director of Alternative Education, as advisor and special consultant to new faculty members.
- Assist in the day to day operations of the school, including, but not limited to reports, discipline, facilities, conferring with students and/or parents, scheduling, and monitoring financial resources.
- Complete special assignment request as assigned by the principal leader.

- Assume building supervisory responsibility as designated by the principal leader and Director of Alternative Education.
- Use effective, positive interpersonal communication skills.