



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Secondary Curriculum Services

Reports to: Chief Academic Officer
Department: Teaching and Learning
Number of Days: 12 Months
Compensation: EL 6
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Coordinates district curriculum writing to facilitate integration of curriculum. Supervises and coordinates the activities of coordinators, resource teachers, facilitators and coaches. Assists in maintaining a unified curriculum in the secondary schools. Makes suggestions for ongoing improvements and enhancements to the TPS Model for School improvement.

Qualifications/Job Requirements:

Education:

- Minimum Masters Degree
- Oklahoma Administrative Certification

Specialized Knowledge, Licenses, etc:

Experience:

- Minimum five 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.

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.
- Extensive knowledge of secondary curriculum, graduation requirements.

Scope of Authority (If Applicable):

- **Budget:**
 - Secondary School Improvement
- **Personnel:**
 - Supervise and evaluate facilitators, resource teachers and coaches.

Customer Contacts (Internal and External):

- **Internal:**
 - Administrators, teachers, support personnel
- **External:**
 - State Department of Education, Community members, other districts' personnel.

Duties and Responsibilities:

- Coordinate, monitor and evaluate the district's secondary programs.
- Coordinate district curriculum writing to facilitate the integration of curriculum.

- Supervise and coordinate the activities of coordinators, resource teachers, facilitators, and coaches.
- 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.
- 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.
- Support professional development so that it aligns with district goals and objectives. .
- Monitor expenditures from federal, state and grant resources to assure alignment with district goals and objectives.
- Facilitate and help guide the district assessment program.
- 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.
- Maintain strong connections with the State Department of Education.
- Respond to public inquiries about curriculum and instruction.
- Perform other duties or services as required.