Job Title: Chief Strategy and Innovation Officer
Department: Office of the Superintendent
Reports To: Superintendent of Schools
Grade: XG-05
Number of Days: 12-Month
Overtime Status: Exempt
Last Revised: June 12, 2024
Oklahoma Teacher's Retirement: Mandatory Participation
Bargaining Unit: NA
Funding Source: District Paid

Mission: Our students lead through literacy, are empowered through experience, and contribute to their community.
Vision: Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity**: We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character**: We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence**: We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.
- **Team**: We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy**: Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

Position Summary: A member of cabinet reporting to the superintendent, the Chief Strategy and Innovation Officer will drive and oversee strategy design, strategy governance, and innovation within TPS. The Chief Officer will be responsible for leading five major work streams: (1) articulating, leading, and managing district strategy, (2) strategic communications, (3) ecosystem cultivation including partner support and legislative strategy, (4) using innovation and design to strengthen our system, and (5) integrating data into strategic forecasting, reporting, and planning.

Minimum Qualifications:
Education:
- Master’s Degree or equivalent in education, management, or a related field

Experience:
• Ten (10) years experience in a leadership position
• Two (2) years experience in a cabinet or senior-level role

Specialized Knowledge, Licenses, Etc.:  
• Proficient in Microsoft Office Suite and Google Office Suite
• Bilingual in Spanish preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

(1) Articulating, leading, and managing district strategy, including:  
• Defines long-term strategies in clear, accessible, and actionable terms for everyone in the organization
• Ensures ongoing strategy coherence, feasibility, and sustainability through monitoring and adaptation
• Ensures that enterprise-level plans are translated into the budgets and the core work of most departments
• Uses transparency -- in methods, tools, routines, and procedures -- to build organizational skills and buy-in

(2) Leading district-wide strategic communications, including:  
• Uses a strategic mix of communication tools to establish and maintain an intentional organizational identity inside and outside the organization
• Maximizes the impact of core internal routines to communicate work, cadence, and values
• Executes an effective and compelling internal and external communication strategy that advances our agenda
• Maintains a balanced communication portfolio that uses established and emerging media to reach an intentionally segmented audience

(3) Ecosystem cultivation, including:  
• Strengthens our social, economic, and political ties in the local, regional, and national landscape
• Tracks, analyzes, and advocates for local and national rulemaking that enables our strategic agenda
• Cultivates relationships with core partners and funders with an aligned mission and vision

(4) Using innovation and design to strengthen our system, including:  
• Defines and operationalizes the district's innovation strategy
• Employs innovation governance to judiciously select, advance, and maintain and exit innovations
• Monitors the landscape for tested, replicable innovation that advance our goals and fit within our system
• Captures learnings and best practices in order to continuously improve

(5) Integrating data into strategic forecasting, planning, and reporting, including:  
• Integrates continuous improvement into major district investments and strategies
• Builds the capacity of district and school teams to use and report on data through common, economical, and user-friendly tools and routines
• Uses data to identify meaningful patterns, forecast conditions, and identify paths to improved outcomes
• Uses data to inform programmatic persistence, modification, and exit decisions

(6) Serving a member of cabinet, including:
• Supports the overall vision and implementation of the district strategic plan
• Serves as a key member of the Superintendent's cabinet and support all district efforts and initiatives
• Supports the superintendent and board of education to advance the district strategic agenda

• Performs other duties, tasks, and services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties:
• Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems for teaching and learning
• Highly effective organizational and consensus building skills
• Alignment with mission, vision and core values of Tulsa Public Schools
• Exceptional communication ability, both written and oral
• Proven experience in leading effective teams and individuals, managing organizational change and initiating key innovations
• Proven ability to lead cross-functionally on complex projects
• Demonstrable proficiency with technology and applications
• Ability to provide feedback to support the growth of individuals and teams
• Takes initiative to solve problems and create stakeholder buy-in
• Identifies and prioritizes mission critical issues with alignment of people, time and resources
• Offer innovative solutions to seemingly intractable problems
• Exhibits strong focus on goals and results
• Sets clear metrics for success
• Thrives in achievement-oriented and fast-paced environment
• Removes obstacles that make it difficult for principals to achieve their goals
• Ability to work with ambiguity and maintain flexibility in a complex environment
• Ability to maintain confidentiality and impeccable commitment to ethical conduct
• Motivates, inspires, and moves other adults to action to achieve ambitious goals
• Builds coalitions and works collaboratively with diverse stakeholders at all levels
• Willingness to perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts:
• Internal: TPS District Employees
• External: Partnered vendors, community members, local and state agencies

Supervisory Responsibility:
• Directly supervises the strategy division staff
• Indirectly supervises cross-functional teams throughout the organization
**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district’s talent management department at 918-746-6310 or the district’s human rights and title IX coordinator at 918-746-6985. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*