



**Human Resources Section**  
**2500 North Lincoln Boulevard, Rm. 111**  
**Oklahoma City, OK 73105-4599**  
**Phone 405.521.3977 ~ Fax 405.522.1671**  
**<http://ok.gov/sde/jobs>**

**Assistant State Director, Office of C3 Schools (135)**  
**C3 Schools Office, Hodge Building, Oklahoma City**

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

**GENERAL DESCRIPTION**

Under the direction of the Director of C3 Schools, coordinate Priority Schools/Oklahoma Model Turnaround initiatives for Oklahoma public schools in alignment with the requirements and vocabulary of the Elementary and Secondary Education Act (ESEA). Assist with the research, development and implementation of research – based instructional programs and high quality professional development administered by the C3 Schools Office.

**MINIMUM QUALIFICATIONS**

- Master's degree from an accredited college or university [*official transcript(s) required*];
- Educational Administration experience preferred;
- Possession of valid teaching certificate.

**KNOWLEDGE/SKILLS/ABILITIES**

- Considerable knowledge of educational law, policy, including a general knowledge of the provisions, requirements and vocabulary of ESEA.
- Skill in working collaboratively with diverse groups of people and in developing partnerships to promote reform of low performing schools; strong planning and facilitation skills; ability to conduct several projects simultaneously, ability to judge a situation and adopt an effective course of action;
- Knowledge of literature concerning school improvement and turnaround of low performing schools; considerable knowledge of contemporary, research-based teaching techniques, technology, methods, and practices; of trends and sources of information in the field of education; and of tests and measurements in large scale assessment and the Oklahoma School Testing Program (OSTP);
- Skill in analyzing, interpreting and responding to written inquiries concerning federal laws, regulations and policies;
- Strong writing skills; skill in communication and interpersonal exchange as applied to interaction with co-workers, supervisors, educators, the general public, etc., sufficient to exchange or convey information and to receive or direct work plans;
- Knowledge of technology and ability to use it to maximize efficiency and services including but not limited to coordinating Web casts;
- Conscientious commitment to provision of courteous, consistent, efficient service through the performance of the prescribed job duties;
- Applicants must be willing able to perform necessary job-related travel.

**EXAMPLES OF WORK PERFORMED**

- Assist schools in developing a systematic approach for school improvement and turnaround reform, promoting:
  - ✓ a comprehensive program that prepares students for college, career and citizenship readiness;
  - ✓ rigorous and appropriate academic content for all students;
  - ✓ recruitment, development and retention of highly qualified teachers able to effectively deliver instructions and appropriate assessments;
  - ✓ academic intervention and high expectations for student learning and achievement;
  - ✓ an environment that is safe and conducive to learning;
  - ✓ engaging parents, communities and businesses in each school;
  - ✓ integration of academic services for both special needs students and English language learners;
  - ✓ an improved graduation rate, student performance and post-graduation outcome.
- Develop extended technical assistance model supported by research and grounded in best practice application and addressing all relevant components related to the four identified intervention models: Turnaround, Transformation, Restart, and school closure per ESEA;
- Document plan implementation, monitoring, analyzing plan outcomes, and devising a technical assistance strategy based on the analysis for ESEA intervention models;
- Organize and conduct professional development workshops and institutes to disseminate information concerning school improvement, including but not limited to the WISE planning coaching tool and data review;
- Participate in activities of state, regional and national organizations;
- Represent the State Department of Education as consultant and speaker for meetings of educators and other professional, business, and community organizations;
- Perform related duties as assigned.

**COMPENSATION**

Salary Range - \$45,000 – 50,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 4908

Posted: December 4, 2012

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