Job Title: Operations Employee Onboarding and Training Coordinator

Department: Operations
Reports To: District Office
Grade: BG-08
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 15, 2019
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

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:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Operations Employee Onboarding and Training Coordinator will develop, coordinate and deliver training for operations employees across teams (facilities, transportation, child nutrition, enrollment, campus police) with a focus on building employees’ sense of a unity, teamwork, belonging and safety, as well as their understanding and appreciation of our service culture and the district’s diversity.
Minimum Qualifications:
- Master’s or Doctorate degree from an accredited college or university in Business or Public Administration, Occupation Adult Education Human Resources Management or related field
- A minimum of six (6) years’ of professional experience in equal employment opportunity, diversity, affirmative action and minority business programs or comparable experience

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.
- Develop, coordinate, deliver and maintain high-quality training designed to promote a professional workplace for the district’s support staff that is inclusive, safe and engaging, and where employees feel a sense of belonging. This training will occur as a component of the district’s onboarding of new employees and as a continuing learning requirement for existing employees.
- Document and manage the onboarding of the district’s support staff as it pertains to expectations for new employees in operations, anti-discrimination training, safety training and expectations of professionalism and communication practices
- Coordinate with the leaders of the District’s operations, talent management, legal and risk management teams to identify relevant areas of need and the resources to address those needs
- Provide technical assistance to managers on fair employment practices—heightening awareness and appreciation for the diverse nature of the district’s workforce and school communities
- Connect employees with workplace concerns to the appropriate staff within their departments, or within the talent management and legal teams
- Work with the leaders of the district’s operations and talent management teams to surface patterns and trends relating to the expectation of professionalism and safety in the workplace
- As requested, mediate individual and groups in conflict in an effort to reach a mutually acceptable agreement that will resolve their disputes and concerns
- Works effectively and cooperatively with others in a team environment
- Facilitate the resolution of concerns relating to professionalism in the workplace that have not been satisfactorily addressed within established procedures

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.
- Ability to conduct compelling and relevant employee training sessions and workshops relating to professionalism in the workplace, as well as anti-discrimination, harassment and retaliation
- Ability to communicate in an effective, patient and tactful manner with the district’s front-line support staff and district managers, as well as the district’s families and other stakeholders
• Knowledge and appreciation of the district’s support staff positions, working environments and responsibilities
• Ability to understand and incorporate essential information from a variety of team leaders
• Ability to design training management systems and processes
• Knowledge of principles, policies, practices and techniques of EEO dispute resolution and human resources management
• Knowledge of federal and state law, as well as the district policies relating to discrimination, harassment, and retaliation (including, but not limited to: Title IX, Title VII, and ADA)
• Knowledge of the district’s policies regarding professional conduct
• Appreciation of diversity and the importance of an inclusive and professional workplace
• Ability to assess and recommend responses to sensitive and complex issues
• Knowledge of the district’s organizational structure and the ability to work and connect cross-functionally
• Ability to maintain the confidentiality of sensitive matters
• Ability to compile and analyze relevant data
• Ability to compose clear memoranda and reports using proper grammar, punctuation and spelling, in a way comprehensible to supervisors, their employees and district leaders
• Ability and willingness to communicate inconvenient or unpleasant facts and conclusions persuasively
• Ability to set priorities and simultaneously process multiple duties and responsibilities.
• Ability to identify issues, gather information, draw valid conclusions and formulate recommendations based on the information
• Ability to establish and maintain effective working relationships with managers, employees and the public
• Must have a valid Oklahoma Driver’s license. Ability to perform all essential functions of position

**Supervisory Responsibility:**
• This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable
• Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
• Must be able to perform in a high-stress environment with tight deadlines and multiple priorities
• Must be mobile in order to attend events and meetings outside of regular work hours
• Normal effort of occasional periods of light physical activity

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-