



Job Title: Designer
Department: Information Technology
Reports To: Product Owner
Grade: BG-10
Number of Days: 12 months
Current Date: April 19, 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: The Application Developer designs, develops, tests, implements, supports, and maintains applications software to enhance Tulsa Public School's ability to support students, teachers, staff, and school leaders. The individual in this role will be responsible for leading critical projects that contribute significantly to the district while receiving and providing direct support and coaching from peers.

Minimum Qualifications:

- Bachelor's degree in design, art, computer science, or a related field; or the ability to demonstrate the necessary technical skills for the role
- Three (3) or more years' experience in design or application development

- Demonstrated ability to prioritize across different and sometimes unrelated domains
- Demonstrated ability to understand practical needs from an end consumer and recommend designs based on the needs of end consumers
- Thorough understanding of modern system and application development life cycle and large scale software implementation methodologies including agile and scrum
- Excellent oral and written communication skills and a proven ability to work in cross-functional matrix organizations
- Exhibits a high degree of professionalism, poise, and tact
- A belief that all students, from all socioeconomic and demographic backgrounds, are capable of academic success

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Assists with administration Tulsa Public School's software development methodology
- Maintains technical documentation of code and processes
- Takes a lead on projects including the facilitation of the scrum process, delegation of tasks, and the management of time and resources
- Creates end-user and technical documentation
- Occasionally travels to school sites and other district office buildings
- Works effectively and cooperatively with others in a team environment
- Perform other tasks, duties, or 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.

- Ability to work with internal clients to gather requirements and provide creative input that allows administrators, teachers, and students to leverage an application for the desired purpose(s)
- Ability to work with internal software-development team and/or outside vendors on design, layout, and functionality while understanding the technical possibilities and estimating the level of effort for the technical work required to implement design changes
- Proficiency in HTML/CSS, wireframe design tools, and modern tools used in application and web design
- Ability to understand and analyze current business processes, including suggesting and developing improved processes and methods
- Excellent problem-solving skills
- Ability to predict the challenges that end users of various technological ability will have with a system, specifically with the user interface
- Ability to lead a productive feedback session with users of varying technical skills
- Develops intuitive and user-centered training documents that are accessible to a wide range of individuals
- Demonstrated proficiency using standard office software
- Excellent personal computer-related problem-solving skills
- Translates business requirements into technical requirements

Preferred Skills and Abilities:

- Experience working in a school system or within a school
- Experience with PowerSchool
- Experience with version control and issue tracking tools

- Experience with SharePoint and SharePoint Server
- Experience with Office 365
- Experience with Crystal Reports and Reporting Services Reporting
- Multilingual in English and Spanish

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 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 918-746-6517. 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.