



Job Title: Executive Administrative Assistant, Deputy Superintendent

Department: Deputy Superintendent

Reports To: Deputy Superintendent

Grade: CA-15

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Non-Exempt

Last Revised Date: June 18, 2015

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: Provide a high-level support to the Deputy Superintendent, along with additional support to the Instructional Leadership Directors (ILDs), and other administrators within the Deputy Superintendent department. Assist and support the Deputy Superintendent with decisions, operational assistance, ensure compliance, and maintain all confidential material. Assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office

of the Deputy Superintendent and perform other duties as assigned by the Deputy Superintendent.

Minimum Qualifications:

- High school diploma or equivalent required; additional certification/training preferred
- Five years office/secretarial 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.

- Ability to demonstrate strong organizational, oral and written communication skills
- Ability to work independently, prioritize tasks to meet deadlines, and maintain accuracy and attention to detail
- Ability to interact professionally with parents, administrators, teachers and other staff, along with members of the community
- Handle calls, take messages, refer callers to appropriate offices
- Maintain Deputy Superintendent's calendar and ensure timely attendance of meetings
- Set appointments
- Take care of drop-ins
- Disseminate department/district information via email to ILDs, principals, APs, Executives, and/or school staff
- Oversee the Administrative ILD secretaries
- Process requisitions for travel, supplies and equipment through the MUNIS system
- Create Board agenda items as needed through NOVUS
- Maintain/update the ESC Directory and Directory of Departments on a quarterly basis
- Update web directory as needed
- Maintain FACET inventory for Deputy Superintendent and Chief of Staff.
- Provide all necessary meeting materials for various Deputy meetings and retreats,
- Manage department budget
- Display ability to work collaboratively with others on a team
- Perform other tasks or services as requested by the Deputy Superintendent, ILDs, and other administrators

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient in MS Windows, Excel, and PowerPoint
- Excellent communication, organizational and secretarial skills
- Excellent customer service skills
- Ability to make decisions and judgments when necessary
- Confidentiality; being a team player

Supervisory Responsibility:

- Oversee ILD Administrative support

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office environment

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.