



Job Title: Executive Administrative Assistant, Operations

Department: Operations
Reports To: Chief Operations Officer
Grade: CA-15
Number of Days: 12 Months
Security Access: Mason Education Service Center
Overtime Status: Non-Exempt
Last Revised Date: March 7, 2019

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 high level administrative assistance to the Chief Operations Officer in the efficient management of District duties and responsibilities, maintaining confidentiality in school/business matters.
- Assume responsibility without direct supervision.

- Exercise initiative and good judgment in making decisions regarding situations as they arise.
- Maintain COO's calendar, interface with Munis, NOVUS and FACET systems as well as performing other duties as assigned by the COO.

Minimum Qualifications:

- High school diploma required; Bachelor of Arts or Science preferred.
- At least five years of experience providing administrative support to executive level management.
- Ability to handle highly confidential, sensitive information.
- Ability to multitask in a busy and often dynamic environment.

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.

- Support and maintain Chief Operations Officer calendar.
- Coordinate and implement team retreats, working sessions with external stakeholders, community meetings, and engagements with school leaders.
- Compile, proof, edit weekly division Activity Report, Leadership Team Packet memos.
- Attend and take and compile minutes for Operations team meeting, Operations Board Committee meeting, and any other strategic initiative working sessions led by COO.
- Route City of Tulsa documents to appropriate parties; proof, edit and submit in NOVUS agenda items.
- Assist in compiling, proofing, editing the Operations Department Services Portfolio.
- Assist in compiling, proofing, editing Division Strategic Plan.
- Work closely with vendor for TPS general liability, property, fire and extended coverage on buildings and contents, blanket coverage for District employees, business travel accident and bonds insurance.
- Assist eight directors in division with various projects, contracts, etc.
- Perform day to day administrative duties as well as duties assigned by COO.
- Capture and manage team's action items and deliverables from meetings and working sessions.
- Support creation and entering of Board agenda items.
- Proof read documentation and communications.

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

- Excellent written and verbal communication skills.
- Excellent time management skills.
- Positive attitude and ability to work well with other employees.
- Proficient in Microsoft Word, Excel, Google and/or Microsoft collaboration platforms and email.
- Ability to write/edit reports, memos, and other documents.
- Handle incoming phone calls, take messages, refer callers to appropriate offices.
- Ability to be a self-starter and learn new skills.
- Ability to coordinate retreats, working sessions and meetings with key stakeholders.

- Ability to apply general rules to specific problems for a positive outcome.

Supervisory Responsibility:

- Position does not directly supervise any individuals.

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

- Working at a desk and computer in environmentally controlled conditions.
- Possible light physical activity.
- Routine 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.