



Job Title: Education Pioneers Impact Fellow, Operations

Department: Operations
Reports To: Chief Operations Officer
Grade: BG-05
Number of Days: 10 Months
Security Access: Mason Education Service Center
Overtime Status: Exempt
Last Revised Date: September 12, 2018

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: An integral part of Tulsa Public School's Campus Police and Tulsa Police Department's Community Policing implementation is strengthening the relationship between police and students. There are several strategies identified by the Tulsa Commission on Community Policing that involve the Police Department working with schools and the Tulsa Public School Campus Police. These include aligning practices of TPS Campus Police and Tulsa Police and creating a consistent discipline framework so that students have a similar experience and expectations from law enforcement while in school and in the community. The Education

Pioneer Impact Fellow would work to understand current practices and create a strategy to unify the approach of TPD and TPS Police to further positive relationships and trust between high school students and police. The Education Pioneer Impact Fellow will also work with Tulsa Public School's department of Student and Family Services to evaluate and identify restorative practices and supports that can be connected, coordinated and integrated with youth policing practices in and out of school.

Minimum Qualifications:

- Bachelor's Degree
- Growth mindset
- Bias for action
- Conceptual thinking
- People-orientation

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.

- Engaging with and coordinating the efforts of a variety of stakeholder groups including Tulsa Public Schools Campus Police, City of Tulsa Police Department, TPS Department of Student and Family Services, TPS Legal team, Instructional Leadership Directors, Professional Learning, school leaders, teachers and students
- Perform data analysis and research on student discipline policies and practices, behavior and discipline data, police standard operating procedures, behavior response plan, and other relevant information to support the work
- Designing project, analysis and communications plans
- Developing and delivering a variety of recommendations for existing practices and identifying new research and evidence-based practices to adopt
- Defining key performance indicators and monitoring progress against them
- Researching restorative practices, student discipline and youth community policing best practices
- Conducting empathy interviews and synthesizing key takeaways
- Developing professional development content for district staff, school leaders, and teachers
- Developing structures and tools to support teachers and school leaders in supporting work with TPS campus police and with student and family engagement department
- Display ability to work collaboratively with others on a team
- 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.

- Project management and evaluation
- Critical thinking
- Communicating both conceptual and practical ideas
- Adjusting actions and work in relation to others' actions
- Design thinking
- Organizes, plans, and prioritizes work by developing specific goals and plans

- Schedules events, programs, and activities, as well as the work of others
- Makes decisions and solves problems by analyzing information and evaluating results

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Team Academic Services spends time in a variety of environments including whiteboarding / ideation sessions in the office, content development time, conducting empathy interviews and focus groups out in our schools and leaning into others teams' workspaces regularly in order to help ensure coherence across our strategic priorities. Hours are variable, but often begin at 8am and end around 6pm with some evening commitments and travel required. We try to respect weekend time as untouchable unless we are required to travel or host conferences.

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.