



Job Title: Investigator/Human Rights Coordinator

Department: General Counsel Office
Reports To: Lead of School and Workplace Investigations
Grade: BG-08
Number of Days: 12 Months
Security Access: ESC
Overtime Status: Exempt
Last Revised Date: August 13, 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: Oversee site-based work regarding civil rights and Title IX matters and perform assigned workplace and school-based investigations regarding allegations of civil rights violations and employee misconduct.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university; preferred Master's, J.D. or Doctorate degree from an accredited college or university in Business or Public

Administration, Counseling, Civil Rights, Human Resources, Law, Law Enforcement or related field

- A minimum of three (3) to five (5) years of professional experience in the fields of: law, mediation, law enforcement, equal employment opportunity, diversity, affirmative action, ombudsman, Title IX, investigations or minority business initiatives; or comparable experience in which there was regular responsibility for collection, review, synthesis and clear/concise reporting of evidence relating to allegations of misconduct and a responsibility to identify and analyze potential claims—education and civil rights context preferred

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.

- Acts as an independent investigator to review and respond to alleged civil rights violations and other misconduct including but not limited to: discrimination, harassment, retaliation, harm to students/staff and fiscal mismanagement by evaluating concerns, recommending an investigation or applicable action, and monitoring complaints throughout the process to include closure and follow-up
- Prepare comprehensive written reports, and correspondence related to investigations' progress and findings
- Assists lead of investigation and general counsel with the development and application of District policies and regulations relating to illegal, unethical, or otherwise improper conduct by students, employees and other relevant actors
- Assists lead of investigation and general counsel with the development and application of District professional development relating to nondiscrimination
- Assess complainants' needs, determine immediate responses and reporting obligations, and coordinate referrals to others in the District/community to assist complainant as appropriate
- Support the General Counsel in ensuring that the District's practices, decisions and programs conform with applicable federal and state laws and regulations
- Consult and collaborate with human resource employees, District supervisors (including school leaders), and legal team
- Mediate individual and/or groups in conflict to try to reach a mutually acceptable agreement that will resolve their dispute(s)
- Provides technical assistance to managers on fair employment practices and to heighten awareness and appreciation for the diverse nature of the school community

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

- Knowledge of the principles, methods, and techniques of investigation, including collection, preservation, reporting and presentation of evidence, as well as identifying and interviewing witnesses and identifying issues to pursue
- Ability to communicate clearly, professionally and concisely—both orally and in writing—to a variety of stakeholders, including students, District supervisors, attorneys, other staff and community members using proper grammar, punctuation and spelling, in a way comprehensible to attorneys and non-attorneys

- Ability and willingness to communicate inconvenient or unpleasant facts and conclusions persuasively
- Knowledge of civil rights protections under state and federal law, and the legal elements of harassment, discrimination, retaliation, common acts of employee misconduct, and fiscal mismanagement
- Ability to apply laws/regulations/policies, draw valid conclusions and formulate recommendations based on investigation findings in a context of severe time constraints and urgency
- Knowledge of fair employment practices and the dispute procedures of relevant state and federal agencies
- Knowledge of theories and principles supporting equity, inclusion and diversity in the workplace and education setting
- Knowledge of the laws, policies and practices pertaining to student safety and obligations of reporting to outside authorities
- Ability to exercise discretion and appropriate judgment in answering questions and releasing information, and an ability to maintain confidentiality
- Ability to analyze and project consequences of decisions and/or recommendations, and compile and analyze statistical data
- Ability to maintain mental capacity in stressful and urgent contexts, work with sensitive and complex issues, and address unpleasant facts comfortably and professionally
- Ability to execute customer service objectives and strategies
- Ability to organize records
- Ability to exercise leadership competencies of initiative, problem solving, development of others and organizational acumen
- Ability to set priorities and simultaneously process multiple duties and responsibilities
- Ability to compile and analyze statistical data
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Ability to conduct employee training sessions and workshops
- 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

Preferred Skill: Spanish language fluency

Supervisory Responsibility:

- Responsible for compliance reports (EEO-5, etc.)

Working Conditions: Exposure to the following situations may range from remote 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.