



Job Title: **Manager of District Strategy and Implementation**

Department: Deputy Superintendent
Reports To: Deputy Superintendent
Grade: BG-11
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: June 6, 2017

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: Responsible for planning and executing strategic projects related to strategic planning and district performance management. Under the supervision of the Deputy Superintendent, manages and coordinates the implementation of department projects and manages various department-related strategic and operational projects and initiatives. Plays a critical role in monitoring, advising and communicating the organization's progress toward achieving the district's goals.

Minimum Qualifications:**Education:**

- Master's Degree or its equivalency required in Business Administration, Strategic Planning, Organizational Development, Education Management, or related field

Experience:

- A minimum of three years of experience as the leader and manager of projects or programs; experience should include utilizing management techniques and tools, groups, communications, planning, material preparation, gap analysis, cost and benefit financial analysis, etc.

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

- Track progress of milestones and objectives across all major initiatives
- Regularly report to executive leadership the progress of initiatives and the status of performance and quality improvement efforts and impacts
- Collaborate with data and analytics team to build, direct, manage and ensure implementation and effectiveness of the district's performance management system
- Connect people across the organization in order to ensure cross-functional collaboration and alignment to achieve district-level goals
- Implement a performance management and improvement process that leads to a positive and measurable impact on the district
- Assist in the creation of performance metrics, reporting and improvement targets for all major district departments
- Support and lead department teams to ensure high quality performance management implementation
- Coordinate performance management and quality improvement capacity building for all levels of management and employees
- Establish a continuous performance and quality improvement effort and monitoring and reporting system; lead the execution of projects related to improving the delivery of academic services to sites and aligning division goals to district priorities
- Support the development of key strategies to ensure an organizational culture that is inclusive, representative of the populations served
- Convene, facilitate, and/or serve on committees, task forces and ad hoc groups as necessary to coordinate functions
- 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.

Strategic management

- Ability to translate strategy into actionable plans and timelines and drive effective allocation of resources
- Draw insight from multiple sources to shape vision and strategy

- Apply multiple techniques to develop solutions for department
- Ensure environment encourages innovation and creativity
- Evaluate solutions with a focus on scale and sustainability
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives
- Make timely departmental decisions, consider implications and ensure effective execution
- Ability to develop project management processes and coach staff on using said processes effectively
- Understand and anticipate cross-functional implications of departmental decisions
- Make financial decisions and allocate resources to meet department-level goals

Effective teaming

- Develop talent by coaching and providing stretch opportunities
- Provide effective feedback so individuals and teams can improve
- Mentor peers and direct reports to achieve full potential
- Promote value of diversity and inclusion across the organization and department
- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Mediate complex conflicts and coach others to mediate
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

Self-management

- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment
- Strong verbal and written communication skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Adept at creating a trusting departmental culture that empowers and support team leaders to own decisions, experiment and take risks
- Ability to maintain confidentiality in all aspects of the job
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

Supervisory Responsibility:

- None

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 able to perform in a high-stress environment with tight deadlines and multiple priorities.

- 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.