



Job Title: Elementary School Operations Manager (SOM)

Department: School Site (Selected Growing Together Grant Schools)

Reports To: Principal

Grade: EG-03

Number of Days: 210

Security Access: School site

Overtime Status: Exempt

Last Revised Date: January 17, 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: The School Operations Manager (SOM) will provide operational, logistical and school administrative support not directly connected to instruction or student learning. Most importantly, the SOM is charged with ensuring that the principal is able to spend the majority of his/her time on activities connected with instruction and student achievement. Develops systems within the school to limit principal time spent on management work. Manage school activities, including supervision of classified support personnel. Manage and coordinate such activities as special events, transportation, and building maintenance.

Minimum Qualifications:

Education:

- Bachelor's Degree in Education from an accredited institution
- Oklahoma teachers' certification
- Administrative Certification

Experience:

- 1-3 years supervisory experience or leadership experience preferred
- Experience in public school or a business of similar size and complexity
- Proficient in computer, telephone, and alarm systems
- Demonstrated ability to communicate effectively and manage conflict

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.

- Assumes responsibility for administration of the school in the absence of certificated administrators
- Provides support for timely completion of required district reporting and key administrative and compliance tasks
- Ensures effective school and facilities operations
- Oversees communication to parents and families (i.e. newsletters, flyers, website, School Connects, emails, etc.); in collaboration with principal
- Helps to oversee that the school improvement (WISE) managerial tasks are carried out with fidelity and on a timely manner; monitoring student attendance
- Manages all school scheduling, class coverage, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning
- Plans, manages and supervises the extra-curricular programs including managing community use of school site
- Responsible for disaster preparation, fire drills, student, staff and public safety, student health
- Maintains equipment, textbook and supply inventories
- Monitors student attendance and coordinates effort to improve student attendance
- Plans and coordinates to maintain a positive, safe learning environment for students by assisting with student behavior management
- Promotes the school and District through positive relations with community, business, parents, and students
- Under Principal's direction, plans for and provides orientation, transition, and school program information to students, parents, and staff
- Composes a wide variety of materials (e.g. quantity reports, student activities, discipline reports, rewards, recognition's, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements
- 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.

- Ability to use technology including proficiency in MS Office suite including Outlook, Word, Excel, etc.
- Excellent interpersonal and communication skills
- Ability to work cooperatively with school and district leaders
- Ability to analyze data for trends and standard performance in various programs and to develop strategies for improvement
- Ability to perform multiple job tasks
- Knowledge of principles and processes for providing customer and personal services
This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- The ability to identify complex problems and review related information to develop and evaluate options and implement solutions

Supervisory Responsibilities:

- Assumes responsibility for administration of the school in the absence of certificated administrators

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

- Be able to sit for long periods of time without a break
- Frequent use of electronic mail
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises
- No exposure to chemical or health hazards
- Primarily require working indoors in environmentally controlled conditions
- Normal effort or 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.