



Job Title: Teaching and Learning Operations Manager

Department: Teaching & Learning

Reports To: Executive Director of Teaching & Learning

Grade: BG-5

Number of Days: 12 months

Overtime Status: Non-Exempt

Last Revised Date: August 20, 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: The Operations Manager for Teaching and Learning is responsible for managing all administrative functions relative to the Teaching and Learning Department and for managing duties which encompass curriculum and professional learning, fostering culturally proficient practices, achieving equitable student outcomes through administrative support to the department. The Operations Manager for Teaching and Learning provides operational support to Teaching and Learning leadership; performs a variety of complex secretarial and administrative duties; and is

responsible for Teaching and Learning budget management, management of Wilson Teaching and Learning Academy, and supervision of Wilson support staff.

Minimum Qualifications:

- Bachelor's degree in education required; master's degree preferred
- Current Oklahoma teaching certification highly preferred; principal certification preferred
- Five (5) years' experience in effective K-12 classroom teaching

Minimum Qualifications:

- High school diploma or general education development (GED)
- Adept at Microsoft Outlook, Excel, Word, PowerPoint, Adobe, and Publisher
- Knowledge of and ability to manage budgets across multiple funding sources
- Passing or having previously passed TPS' secretarial assessment at Tulsa Community College highly preferred
- Minimum of five (5) years' experience with customer service preferred
- Supervisory experience 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.

- Receive and screen calls in a professional, polite, and tactful manner; refer callers to other employees, officials, or departments as needed
- Serve as an assistant to department leadership
- Perform office management duties including managing schedules, meeting logistics, requisitions and purchasing across multiple funding sources, operational budget tracking, report preparation, and other related duties
- Coordinate, supervise, and provide assistance as needed with the day-to-day operations of the office
- Compose and edit correspondence, memoranda, and forms required of the department; preparation of board agenda items and other documents as required
- Maintain spreadsheets for projects; assist with project management
- Handle emergency situations; notify appropriate personnel of resolution
- Serve as liaison for department leadership with other district staff and the public
- Ensure the smooth and efficient operation of the department by performing a variety of complex secretarial and administrative duties
- Oversee the maintenance of Wilson Teaching and Learning Academy
- Perform purchasing and budgeting responsibilities across all funds for the department including but not limited to processing budget revisions, requisitions, purchase orders, and invoices; processing all agreements, invoices for rentals, and Wilson building fund purchases, and processing payment for stipends and all other necessary expenditures
- Works effectively and cooperatively with others in a team environment
- 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.

- Embodies and supports the department in living Tulsa Public Schools' core values
- Ability to interact effectively and courteously with all members of the community and school district
- Manage multiple tasks efficiently and effectively in stressful situations
- Ability to plan and coordinate work to complete assignments without direct and constant supervision
- Use computers for various applications such as database management or word processing
- Ability to use the internet for research
- Answer telephones and give information to callers, take messages, or transfer calls to the appropriate individuals with attention to service excellence and district core values
- Compose letters and correspondence using proper grammar and punctuation
- Communicate effectively with staff from varying levels of the organization
- Create, maintain, and enter information into databases
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents
- Operate office equipment such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions
- Provide positive customer service to internal and external contacts
 - Internal: principals, school staff, district administrators, directors, supervisors, teachers, etc.
 - External: vendors, partners, contractors, and community
- Utilize district data systems such as, but not limited to, Munis, Novus, Google Apps (G Suite) for Education and Microsoft Office

Supervisory Responsibility:

- Supervises Teaching and Learning support staff, administrative assistant, and receptionist

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 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.