



Job Title: School Strategy Partner

Department: Federal Programs & Special Projects

Reports To: Director of Title I

Grade: BG-9

Number of Days: 12 months

Overtime Status: Exempt

Last Revised Date: July 22, 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: Under the general guidance from the Director of Title I, with a dashed line to the Instructional Leadership Directors, the School Strategy Partner will help oversee fiscal, programmatic, and grant operations for a network of schools in Tulsa Public Schools.

This partner is a problem solver who will own challenges so that principals and teachers can focus on educating students. Since there are always opportunities for system improvements, The School Strategy Partner will not just put out fires or determine what is compliant but also identify ways to make practices, policies and procedures more efficient while improving the effectiveness of our school services. The perfect candidate will assist in the reconciliation of

various pieces of information to help create a cohesive school site strategy that identifies and supports the most effective ways to use staff, time and money for both short term and long-term student outcomes.

This fast-paced, on-the-ground position, requires strong analytical and communication skills, layered with a desire and passion for positively impacting public education.

Minimum Qualifications:

Education:

- Bachelor's degree required; Master's preferred.

Experience:

- Four plus years of school operations, school strategy, school administrative, Federal programs and or business experience.
- Strong financial acumen preferably in the school context, such as School Activity Funds, general and bond dollars, federal programs, understanding impact of enrollment, attendance and per pupil expenditures.
- Experience with different instructional models and/or school site master scheduling highly desired

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

- Serve as the single point of contact ("go to person") for a number of schools, typically aligned with the Instructional Leader Director (ILD = Area Superintendent, who can be supporting 8 to 10 schools), referred to at Tulsa Public Schools as "network"
- Assist principals in maximizing federal, state, and local funding to most effectively leverage resources to improve student achievement
- Assist principals in managing school budgets, analyzing year-to-date results, and evaluating program performance
- Serve as liaison between central office departments and schools to ensure implementation of best practices in schools
- Provide support to the school in ensuring day-to-day, fiscal, and programmatic operations are carried out as effectively as possible
- Develop and implement trainings for school site staff to maximize efficiency, effectiveness, and success
- Support in formulating, implementing, and coordinating grant programs to achieve the project goals and objectives
- Review site plans and budgets from all funding sources to assist sites in strategic use of federal and non-federal funding and programs to meet the school's priorities
- Provide technical assistance to assigned sites regarding regulations, parent involvement outreach initiatives, program implementation preparation, evaluation and monitoring, and conducting needs assessment strategies at Title I sites
- Assist in the development and monitoring of progress for school sites identified for improvement
- Provide programmatic and fiscal monitoring for all school funding and programs
- Collect, organize, and compile information necessary for project reports, intervention activities, and program performance evaluation

- Assist the Director of Title I with the preparation of the District's annual consolidated application, budget, and reports required by Local, State, or Federal education officials.
- Lead special projects within schools and networks
- Assist Instructional Leader Directors in further understanding the crossroads between academic investments/operational impact to school improvement
- Assist the Executive Team on special projects and initiatives as necessary
- 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:

- General working knowledge of budgeting
- Good project management and change management skills
- Ability to work well with others in a diverse educational community
- Excellent knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint; Google suite; etc.)
- Excellent written and verbal communication skills
- Good planning and decision-making skills
- Experience designing and facilitating differentiated professional development and parental engagement sessions and activities
- Ability to build collaborative, coordinated, and supportive relationships
- Ability to impact and influence stakeholders both inside and outside of the organization
- Ability to synthesize information from multiple sources to develop compelling presentations
- Demonstrates flexibility and innovation when faced with ambiguity
- Demonstrates creative problem-solving skills
- Tenacity and a willingness to do whatever it takes to achieve our mission
- Must have respect for team and the communities we serve
- A demonstrated passion for improving K-12 public education
- Strong influencing, credibility, and interpersonal skills

Supervisory Responsibility: This position does not directly supervise any individuals

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

- Standard office environment
- Occasional evening and weekend events
- Frequent school site visits (anticipating 60% of the time spent at sites)

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.

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