



Job Title: Program Manager, Strong Tomorrows

Department: Student and Family Support Services

Reports To: Social Services Coordinator

Grade: BG-06

Number of Days: 12 Months

Security Access: Enrollment Center

Overtime Status: Exempt

Last Revised Date: July 11, 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 Program Manager supports expecting and parenting students through the Strong Tomorrows Program, which is collaboration among the school, local public and private human services agencies to ensure academic success and graduation. The Strong Tomorrows Program has four focus areas:

1. High school graduation
2. Parent engagement
3. Health and wellness (pre/post-natal care, well child visits, etc.)

4. High quality childcare

Minimum Qualifications:

- Bachelor's degree (master's preferred) and a minimum of 5 years related case management experience
- Minimum of 3 years of experience with managing projects or initiatives in community-based youth-serving settings, especially those in partnership with local schools
- Working knowledge of positive youth development, expanded learning, and continuous quality improvement exhibited in out-of-school time (OST) programming and school/community partnerships
- Experience working with a variety of agencies and community resources involved with diverse population of students and families
- High level of interpersonal skills
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks
- Effective oral and written communication skills, as well as conflict resolution skills
- Exhibits the ability to be a creative thinker and self-starter

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.

- Audit data points on dashboard and other data collections tools monthly
- Assist with monthly case note audits
- Create and enforce data entry guidelines with Strong Tomorrows staff
- Support and oversight to Strong Tomorrows staff throughout the district
- Assist with analyzing and interpreting data for program reports
- Train Strong Tomorrows case managers on policies and protocols
- Assist with developing/modifying program tools to improve procedures
- Work with Team lead to plan and facilitate professional development for Strong Tomorrows team
- Responsible for working with Program Coordinator to continuously assess protocols and making adjustments to improve student services
- Identify eligible students and conducts individual needs assessments and new student intakes
- Help students define their problems and identify acceptable courses of action
- Develop individualized service plans and refer students to community-based service providers
- Develop collaborative partnerships in the school and with community partners to meet the student's needs
- Assist Strong Tomorrows team with advocating for students
- Maintain and provide regular comprehensive status reports and project schedules
- Prepare high quality presentations, materials, and project reports to a variety of internal external reports
- Work closely with Coordinator on grant applications, budgets and reports
- Assist with continuous quality improvement of the Strong Tomorrows model and implementation

- Meet monthly with homebound services to discuss Strong Tomorrows students, when needed
- Responsible for scheduling sexuality education for all 7th and 9th graders across the district
- Partner with the community partners who provide sexuality education through the district
- Represent TPS at identified community meetings which may relate to Strong Tomorrows and/or preventative work within the district
- 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.

- Organized, leadership
- Ability to identify and facilitate supports
- Clear communicator

Supervisory Responsibility:

- This role 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.

- 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.