



**Job Title:** Student Success Program Manager

**Department:** Student and Family Support Services  
**Reports To:** Site Principal and Student Success Coordinator  
**Grade:** BG-6  
**Number of Days:** 12 Month  
**Overtime Status:** 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:** Under the direction of the Student Success Coordinator, the Program Manager for Student Success will support the Tulsa Public Schools' vision ensuring that all students have access to safe, supportive, and joyful school cultures. The program specialist will work closely with the school administrative team and the department of Student and Family Supports Services to ensure quality review of data through the development of vision and mission for the success of deficient students. Through best practices, data analysis, and engagement of the community, the student success program specialist will develop, implement, and monitor a success plan for deficient students.

**Minimum Qualifications:**

- Bachelor's Degree of Education

**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.

- Research quality programming for ways to engage student engagement based on data and need
- Coordinate meetings between various stakeholders for planning and strategy
- Assist with the development, planning, coordination, and assessment of multiple academic and other student success programs, events, activities, and workshops designed to support student retention and graduation efforts of marginalized student populations.
- Assist schools with the school-wide celebration within various cultural History Month celebrations
- Develop presentations alongside the school leader, the instructional leadership director and the coordinator about the disparity, inequity and the perceived safety concern as it relates to African American, Hispanic and Native American students
- Assist with the development of programs that create a student success-oriented atmosphere for African American/Black students, Hispanic students and Native American students while at school
- Assist with the development, planning, coordination, and assessment of multiple academic and other student success programs, events, activities, and workshops designed to support student retention and graduation efforts of marginalized student populations.
- Assist schools with the school-wide celebration within various cultural History Month celebrations
- Develop presentations alongside the school leader, the instructional leadership director and the coordinator about the disparity, inequity and the perceived safety concern as it relates to African American, Hispanic and Native -American students
- Assist with the development of programs that create a student success-oriented atmosphere for African American/Black students, Hispanic students and Native American students while at school
- Organize the college visits and the follow-up efforts to increase the college acceptance rate
- Organize meetings with school district and the city law enforcement to begin the development of an engagement compact so that there can be a reduction in negative student and police encounters.
- Organize meetings with specific schools and the broader community to discuss the need for a safety, belong and relationship
- Coordinate meetings between various stakeholders for planning and strategy
- Work alongside the Student Success Coordinator to schedule community forums, empowerment groups and table talks regarding the development of a strategic plan for students with deficiencies.
- Scheduling and planning community/school convenings to better understand attendance, suspension and achievement data of students who

- Schedule and organize conferences in order to build capacity
- 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.

- Thorough knowledge of and skill working with historically underserved student communities
- Knowledge of multicultural and identity development and frameworks for related diversity trainings
- Ability to advise potential students, parents, high school and community college staff individually and in group settings
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment
- Knowledge of assessment techniques and ability to develop cohesive reports
- Ability to use a broad range of computer skills and software
- Ability to prepare various documents including operations manuals and procedures, program and activity schedules, proposals, and monitor budgets
- Ability to conceptualize program functions and procedures and implement those relevant to improving program efficiency
- Apply judgment, discretion, and maintain confidentiality in performing complex tasks
- Excellent oral and written communication skills
- Ability to apply high level analytical skills to take effective action while independently carrying out assigned responsibilities
- Ability to promote, organize and facilitate group meetings
- Excellent customer service and public relation skills
- Ability to effectively prioritize multiple work priorities and organize various projects and to follow safety and confidentiality protocols

**Supervisory Responsibilities:**

- 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.*