



**Job Title:** Communication and Project Coordinator

**Department:** Campus Police

**Reports To:** Chief of Police

**Grade:** TS-11

**Number of Days:** 12 Months

**Last Revised Date:** April 19, 2019

**Overtime Status:** Non-Exempt

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**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 Communication and Project Specialist will provide coordination and management of department special projects, record management for service calls, best practice training to the dispatch team, and analysis in providing information for data-driven decisions on campus police deployment, as well as providing support to the campus police dispatch team.

**Minimum Qualifications:**

- High school graduate or General Educational Development (GED) certificate;

- Previous experience in dispatching

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

- Operates as the Campus Police team's master administrator and training coordinator/provider with regard to the training, implementation, and maintenance (post-implementation) of the Records Management System (RMS) system
- Complete special RMS projects
- Maintains an active record and statistics of events for all alarm and security issues, unique or unordinary events, arrests, police calls and any issue or event that is not routine in nature
- Provides RMS data analysis to inform the deployment of Campus Police staff, guide school support decision making, as well as improve customer service performance
- Responsible for forecast and research trends
- Plans project strategies with measurable outcomes and objectives
- Coordinates and leads project teams and resources, managing issues and risks associated with projects
- Manages projects that align the Campus Police with District objectives and key results
- Provides research and development for best practices in school safety and security
- Communicates clearly, concisely and effectively, both orally and in writing
- Maintains a level of professionalism and courteous behavior while dealing with the public and employees of the district
- Coordinates research on best practices of emergency communications with the City of Tulsa, Tulsa Public Schools Campus Officers and TPS alarm personnel in the field
- Maintains data confidentiality
- Acts as liaison among departmental teams, internal and external stakeholders
- Completes additional tasks that may be assigned by the Chief of Police and other department leaders
- Work with and responsibly safeguard sensitive and confidential information (including data)

**Skills and Abilities Required:** The following abilities and skills are important for the successful performance of assigned duties.

- Skilled in communicating clearly, concisely and effectively, both orally and writing
- Ability to perform understand, analyze and interpret data
- Skilled in computing, with the ability to accurately and precisely collect and record data
- Maintain self-control and order during multitasking and troubleshooting
- Ability to effectively identify and provide professional supports to co-workers and leadership
- Understand and behave consistently within a culture of service

**Physical Requirements:**

- Required to lift up to 25lbs
- Required to carry handheld device when stepping away from console

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

- May be required to be in an "on call" status within a 24 hour/ 7 days emergency dispatch center
- Sensitive and confidential setting
- Interaction with other agencies in a multijurisdictional environment
- Work within an office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- May be required to work alone or not direct supervision
- Stressful, fast-paced work

*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.*