TULSA PUBLIC SCHOOLS

Job Title: **Project Manager, School Design**

Department: Design and Innovation
Reports To: Design and Innovation Specialist
Grade: BG-07
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: April 11, 2017
Overtime Status: Exempt

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 agile project manager for school design leads testing, implementation, and scale of new learning experiences and innovative school models. While centrally located in the Education Service Center's design lab, the project manager will work with students, teachers, school leaders and community members to support the design, pilot implementation, and scaling up of innovative school models. Collects, analyzes, and reports on data specific to school design. Structures and facilitate meetings, discussions, and working sessions with staff and other project resources. Creates relevant project documentation, including but not limited to best

practices, improvement opportunities, current state/future state process flows, user stories, data flows, system diagrams, and training materials.

Minimum Qualifications:
- Bachelor's Degree
- 2+ years of professional experience such as education, design, consulting, or entrepreneurship
- Growth mindset
- Bias for action
- Conceptual thinking
- People-orientation

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.
- Plan sprint schedule
- Author user stories
- Conduct retrospectives
- Collect, analyze, and report on data
- Create and manage decision schedule
- Elevate improvement opportunities
- Elevate wins
- Define processes and document best practices
- Create time and space for collaborative learning
- Delineating centralized and decentralized processes, functions, decisions
- Work with schools with students, teachers, and school leaders
- Owns and maintains the Agile Methodology and oversees adoption and how it is converted into team capability
- Plans, creates, and manages sprint and decision schedule
- Creates time and space for collaborative learning by initiating and fostering collaborative partnerships required for training and coaching;
- Confers with project personnel to identify and solve problems.
- Collects, analyzes, and reports on data specific to Agile projects
- Focuses on the people, process, and technology requirements of a change, including identifying and addressing impacts of that change
- Structure and facilitate meetings, discussions, and working sessions with staff and other project resources
- Creates relevant project documentation, including but not limited to best practices, improvement opportunities, current state/future state process flows, user stories, data flows, system diagrams, and training materials using a variety of tools and templates with attention to detail.
- Delineates centralized and decentralized processes, functions, decisions
- 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.
- Data analysis
- Data visualization

- Project management and evaluation
- Crisis management
- Sensemaking
- Utilizes critical thinking through logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Adjusting actions and work in relation to others' actions
- Monitors and assesses performance of projects, individuals, or the organizations to make improvements, take corrective action, or capture best practices
- Understands written sentences and paragraphs in work related documents
- Organizes, plans, and prioritizes work by developing specific goals and plans to accomplish work
- Provides clear and accurate information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person
- Schedules events, programs, and activities, as well as the work of others.
- Coordinating the work and activities of others
- Makes decisions and solves problems by analyzing information and evaluating results to choose the best solution and solve problems.

Supervisory Responsibility: None.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.
The design lab is a creative environment. Flexible furniture, whiteboards, maps, charts, and data walls provide space for design work. Hours are variable, but often begin before 8am and end after 6pm with some evening commitments and travel required. We try to respect weekend time as untouchable unless we are required to travel or host conferences. We share the lab with the office of performance management and the office of organizational behavior and culture, as our work often overlaps. We approach work with a growth mindset, usually taking on challenges that have not yet been tried in Tulsa schools. We embrace a bias for action: the lab is best summarized as a think/do tank, with equal emphasis on ideating and testing.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.