



Job Title: Teaching and Learning Project Manager,
Academic Programming

Department: Teaching and Learning
Reports to: Executive Director of Teaching and Learning
Grade: BG-4
Number of Days: 12 Months
Overtime Status: Exempt
Last Revised Date: July 26, 2018

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: Provide leadership and support in the evaluation, development, and implementation of Teaching & Learning initiatives, as well as ongoing support to coordinate day-to-day activities related to Teaching & Learning priorities including: project management, summer programming, talent management, leadership development, and communications.

Minimum Qualifications:

- Minimum of 2 years' experience in managing projects or initiatives in an education setting

Preferred Qualifications:

- Previous work experience in K-12 settings that serve low-income students and communities

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.

Project Management:

- Manage logistical and coordinating support for Teaching and Learning initiatives, working with TPS's cross-functional team to complete related activities in a timely manner
- Lead ongoing cyclical program management that includes design, implementation, change management, communications, and evaluation
- Guide stakeholder engagement and collaboration of community partnerships via steering committee and advisory groups
- Coordinate the development of strong processes and systems required for the successful operation of the Office of Teaching and Learning
- Prepare comprehensive project plans to ensure the successful execution of Teaching and Learning priorities
- Align the work of internal and external partnerships and organizations
- Provide guidelines, materials, and support to coordinate the administration of the Teaching & Learning processes
- Recommend course of action for organizational decisions informed by research, data, and constituent perspectives
- Maintain budget related to various projects comprised of Federal, State, and Donor funding sources

Other:

- Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department/division during peak periods
- Display 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.

Strategic Management:

- Ability to document project related activities and findings to communicate with collaborators and others involved
- Use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to surface insight and learnings from multiple sources
- Create space for productive debate and alternative perspectives

- Work on multiple fast-paced, projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Ability to execute, delegate effectively, and ensure project tasks are completed
- Understand organizational structure, functional areas, and priorities and how to work within them to achieve project goals
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)

Self-Management:

- Embody core values, habits of success, and show initiative to support organizational priorities
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Flexible, optimistic approach; committed to overcoming challenges; comfortable with change and ambiguity
- Strong organizational skills, including attention to detail and the ability to adhere to strict timelines
- Take initiative to develop self and peers while providing and seeking feedback for continuous improvement
- Strong oral and written communication skills

Supervisory Responsibility:

- No direct supervisor responsibilities but will lead ad hoc and cross-functional project teams

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 email, being able to sit for long periods of time without break, etc.
- Must be mobile in order to attend events and meetings, possibly 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.