



Job Title: Academic Operations Specialist

Department: Teaching and Learning Office
Reports To: Director of Academic Services and Impact
Grade: BG-05
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: October 11, 2017

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 Academic Operations Specialist is responsible for the successful and timely completion of projects in the division of Academics. Provides project coordination and operational support to academic leadership. Works across organizational lines to design projects and ensure consistency in project approach and completion. Develops detailed presentations, materials and other deliverables for a wide variety of internal and external audiences.

Minimum Qualifications:

- Bachelor's degree in Education, Business Administration, Project Management or related field and/or equivalent work experience
- Minimum of 3 years of managing projects or initiatives preferably in an education setting

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.

- Perform project management duties, including planning, prioritizing, coordinating, and controlling the analysis, design, implementation, and documentation, if applicable, for projects
- Determine resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled
- Perform research and analysis that support decision making
- Employ project management techniques to develop and maintain project schedules
- Assess project risk, taking appropriate action to ensure project objectives are timely and successfully met
- Develop high quality materials, reports and presentations for a range of internal and external audiences
- 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 skills are important for the successful performance of assigned duties.

Strategic management:

- Ability to translate plans into team priorities and activities
- Ability to surface insight and learnings from multiple sources
- Identify challenges and guide project teams towards solutions
- Create space for productive debate and alternative perspectives
- Adept at encouraging innovation and creativity from project teams
- Evaluate solutions with a focus on scale and sustainability
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives
- Make timely project decisions, consider implications and align team resources accordingly
- 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
- Manage project team to deliver results within operational realities

Effective teaming:

- Develop and maintain relationships across organization and school networks
- Identify and remove barriers to working with other teams and departments

- Adapt communication to needs of audiences to build sense of shared purpose and progress work forward
- Influence team and others in department to achieve goals
- Provide effective feedback so individuals and teams can improve
- Promote value of diversity and inclusion across the organization and department
- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

Self-management:

- Embody core values, habits of success and shows initiative to support organizational priorities
- Facilitate a team culture that promotes reflecting on results, identifying challenges and sharing mistakes made
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment while flexing team approach based on new and changing information
- Strong verbal and written communication skills and excellent listening skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Ability to maintain confidentiality in all aspects of the job
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

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 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.