



Job Title: Student Success Coordinator

Department: Student and Family Support Services
Reports To: Director of Student and Family Advocacy
Grade: BG-8
Number of Days: 12 Month
Current Date: October 17, 2018
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 Student Success Coordinator works collaboratively with school leaders, teacher, families, and students to close the achievement gap for deficient students while reducing the number of suspensions and exclusionary practices. In addition, the Student Success Coordinator works with school leaders on ways to foster belonging, safety and relationships within Tulsa Public Schools for all students.

Minimum Qualifications:

- Master's degree in counseling, school administration or related fields.
- Five years of administrative experience or community building.
- Experience working with a variety of agencies and community resources involved with students and families to build community partnerships and maintain working relationships.
- Experience in working with a diverse population of students and families within an urban school setting. *Highly familiar with marginalized communities
- Demonstrated experience in working well in diverse economic, multicultural and multilingual communities and environment.
- Experience in program planning, implementation, evaluation and organizational support.
- Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation.
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks.
- Effective oral and written communication skills.
- Exhibits the ability to be a creative thinker and self-starter.

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

- Lead our district by creating a strategic plan for how to reduce the academic and behavioral disproportionality gap for deficient students while fostering ways to connect to school leaders, teachers, staff, parents, and community members.
- Review and strategize around the achievement gaps and disproportionality within all subgroups of students regarding suspensions and exclusionary practices
- Collaborate with Tulsa Police Department on community policing efforts
- Assist with the development, planning, coordination, and assessment of multiple academic and other student success programs, events, activities, and workshops designed to support student transition and retention.
- Assist with the development of programs that create a student success-oriented atmosphere for students while at school.
- Collaborate with school and community entities on events that promote multicultural understanding, academic success, alliance, and civic engagement.
- Assist in the development and delivery of high-impact programs in relation to retention and graduation
- Develop core competencies for teachers and staff who work with our struggling students.
- Support the implementation of students using social and emotional skills instead of making impulsive decisions that lead to suspension
- Work with the community on building trust, transparency and success measures
- Provide consultation and support the needs of students and make referrals to the appropriate resources on and off campus.
- Provide support, advocacy, intervention, and referrals to students in need of retention services and resources.
- Provide overall leadership, design, development and support to a comprehensive program that supports marginalized students and communities
- Contributes to and results in increased student achievement and closing of the achievement/opportunity gap district wide for student population that demonstrate deficiency.

- Uses data to inform the school district and broader community of the disparities and disproportionalities with marginalized populations
- Collaborates with other department to implement professional learning activities to ensure that programs and support services are implemented according to regulations.
- Collaborates with community-based organizations and identified partners to align program resources with district goals.
- Coordinates the functions of student success with other departments of the district as necessary.
- Collaborates with other departments on the planning for ways to increase achievement and decrease disproportionality with student suspensions
- Spends significant time at schools in direct and personal consultation with principals and district administrators to provide the full range of education options. Helps to support professional learning on cultural responsive teaching and pedagogy
- Perform other duties 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.
- Excellent Communication Skills
- 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.
- The ability to work successfully in a diverse environment and motivate others is essential.

Supervisory Responsibility: Supervise Program Manager for Student Success

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 talent, skills and energy. Tulsa Public Schools is an 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.