



Job Title: Academic Operations Specialist

Department: Teaching and Learning
Reports To: Chief Learning Officer
Grade: BG-05
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 10, 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 Academic Operations Specialist is responsible for the successful and timely completion of projects in the division of academics, while performing administrative duties of substantial scope on a day-to-day operational basis. Provides project coordination and operational support to the chief learning officer. Works across organizational lines to ensure consistency in project approach and completion. Develops detailed presentations, materials and other reports for a wide variety of internal and external audiences.

Minimum Qualifications:

- Education: Bachelor's degree in Education, Business Administration, Project Management or related field and/or equivalent work experience.
- 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.

- 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 projects 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
- Provide operational and administrative support to the chief learning officer and other team members as necessary
- Attend various meetings to communicate information, advice, recommend and make presentations created to present technical proposals/plans/documentation
- 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.

- Ability to effectively employ concepts and techniques of project management, including planning, control and deployment of resources; ability to manage tasks, resources, and assess risks; ability to analyze complex concepts/ideas
- Strong organizational skills, including keen attention to detail, and the ability to adhere to strict timelines
- Ability to effectively communicate both verbally and in writing, creating and making public presentations; ability to work independently and as a team
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Ability to learn quickly, work in a fast-paced environment, and multi-task effectively
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to cultivate trusting, respectful, professional relationships with team members across the organization
- Ability to provide high levels of customer service to meet varying team and individual's needs
- Seek and include diverse range of perspectives and contributes productively as a member of a diverse team
- Take initiative to develop self and peers while providing and seeking feedback for continuous improvement
- Embody core values and shows initiative to support organizational priorities.

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.