



Job Title: **Administrative Assistant III, Educator Effectiveness and Professional Learning**

Department: Educator Effectiveness and Professional Learning
Reports To: Executive Director of Educator Effectiveness and Professional Learning
Grade: CA-09
Number of Days: 12 Months
Security Access: Wilson Learning Center
Current Date: May 3, 2017
Overtime Status: Non-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: Responsible for all administrative functions relative to the educator effectiveness and professional learning department; responsible for duties which encompass professional learning, fostering culturally proficient practices, achieving equitable student outcomes through administrative support to the department; and assisting the director of Professional Learning and the executive director of educator effectiveness and professional learning as needed.

Minimum Qualifications:**Education:**

- High school diploma or general education development (GED) certificate/diploma.

Specialized Knowledge, Licenses, etc:

- Computer skills including Outlook, Excel, Word, PowerPoint and Publisher.
- Pass TCC secretarial assessment test preferred

Experience:

- Minimum of 5-10 years job experience with customer service a plus.

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

- Receive and screen callers in a professional, polite and tactful manner; give assistance on the operations of the office; refer callers to other employees, officials or departments as needed
- Serve as an assistant to department leadership such as, but not limited to, providing leaders with appropriate meeting materials
- Provide assistance on the operations of the office
- Compose and edit correspondence, memoranda and forms required of the department preparation items and other documents as required
- Maintain spreadsheets for projects and process requisitions
- Handle emergency situations and notify appropriate personnel of resolution
- Serve as liaison for the administrator with other district staff and the public
- Ensure the smooth and efficient operation of the department by performing a variety of complex secretarial and administrative duties
- Create written reports and correspondence as well as writing Board Agenda items
- Perform other tasks, duties, or services consistent with this position as assigned

Other:

- Ability to deal effectively and courteously with all members of the community and school district
- Manage multiple tasks efficiently and effectively in stressful situations

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

Skills:

- Ability to plan and coordinate work to complete assignments without direct and constant supervision
- Use computers for various applications, such as database management or word processing
- Ability to use the Internet for research
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Compose letters and correspondence using proper grammar and punctuation.
- Communicate effectively with staff from varying levels of the organization.
- Create, maintain, and enter information into databases
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents

- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Provide positive customer service to internal and external individuals and organizations:
 - Internal: Principals, School Staff, District Administrators, Directors, Supervisors, Teachers, etc.
 - External: Vendors, Contractors and Community.

Specific Training:

- Utilize District Data Systems such as Munis and all Microsoft Programs.

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.

- 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.