



Job Title: Coordinator of Social Services

Department: Student and Family Support Services
Reports To: Executive Director of Student and Family Support Services
Grade: BG-08
Number of Days: 12 Months
Security Access: Enrollment Center
Current Date: April 17, 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: Oversees the development and implementation of programming for expecting and parenting students, as well as all programming aimed at the prevention of teen pregnancy. This position will also involve the provision of support and leadership for the outside early childhood development agencies and youth services agencies and mental health agencies. Direct support for the social support specialist and social workers.

Minimum Qualifications:

- Master's degree in public health, human development sciences, or related fields.
- Experience working with a variety of agencies and community resources involved with students and families.
- Experience in working with a diverse population of students and families within an urban school setting.
- Successful experience in working well in diverse economic, multicultural and multilingual communities and environment.
- Five years of administrative experience or community building.
- Five years of experience in program planning, implementation, evaluation and organizational support.
- High level of interpersonal skills.
- Networking contacts within social services and corporate community.
- Knowledge of community resources.
- Ability to build community partnerships and maintain working relationships.
- 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 the implementation of program work with expecting and parenting teens and teen pregnancy prevention efforts (Strong Tomorrows, Tulsa Campaign to Prevent Teen Pregnancy, and other community based organizations)
- Monitor and evaluate programming services including site management and planning, case management and planning, and community programs and services to maximize effectiveness.
- Conduct monthly on-site and as-needed visits throughout the year to provide support and supervision to school based staff and community delivered programming.
- Promote positive relationships within school sites.
- Advocate for expecting and parenting students to guide them towards academic success.
- Coordinate involvement with community partners working with Strong Tomorrows and/or teen pregnancy prevention programming.
- Implement and monitor district grant-funded projects, programs, and others to ensure compliance with district commitments and accuracy in reporting within Strong Tomorrows and other teen pregnancy related issues.
- Complete required grant reports by due dates in correct format based on grantor's templates.
- Conduct employee performance reviews as scheduled.
- Assist with public relations activities including special events and the development of publicity materials.
- Provide leadership to develop and secure new resources; develop and maintain budgets.
- Engage secondary administrators to create plans to support expecting and parenting students within the district
- Translate research into best practices for purposes of professional development, implementation and training.

- Represent Strong Tomorrows at community meetings and events.
- Work with local child care centers to identify openings for expecting and parenting students
- Monitor and revise policies that help to support expecting and parenting students
- Assist with the oversight of Title IX as it relates to expecting and parenting students
- Develop and implement Title IX trainings for school based staff and administrators
- Develop and maintain data-driven standards for programming delivered
- Assist with the development of a data tracking system for Strong Tomorrows programming, while also working to create a way to better identify and track students who are in need of support services due to being expecting or parenting.
- Work collaboratively with divisions across the ESC to reduce pitfalls that work against academic success of the expecting and parenting student population
- Provide oversight and support to the social support specialist and social workers
- Foster partnerships with CAP Tulsa, Youth Services of Tulsa, Educare, and other potential outside partnership agencies
- Oversee district approved mental health agencies' work in TPS
- 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 facilitate collaborative team processes across disciplines using collective impact model.
- Understanding of educational success and social, emotional learning and development.
- Ability to communicate effectively and efficiently in a variety of settings, including public speaking.
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situation.
- Ability to speak Spanish a plus.

Supervisory Responsibility:

- Will oversee staff and functional areas related to teen pregnancy prevention/expecting and parenting programming and social support specialist and social workers.

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.

