



T U L S A

PUBLIC SCHOOLS

Job Title: Design and Innovation Specialist

Department: Design and Innovation/Deputy Superintendent

Reports To: Design and Innovation Officer

Grade: BG-11

Number of Days: 12 Months

Security Access: Education Service Center

Current Date: 04/23/2016

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 Design and Innovation Specialist will support the Design and Innovation Officer in all aspects of planning, refinement, and execution of the TPS innovation strategy. The Specialist will drive a broad portfolio of innovation work ranging from organizational, school and classroom innovation project design, implementation, and monitoring to talent sourcing, partner recruitment and coordination, knowledge management, continuous improvement, and best practices sharing.

Minimum Qualifications:

- Alignment with vision, values and goals of TPS

- Master's degree in Business, Management, Education or related field
- Background in research and development, product development or strategy development highly preferred.
- Deep understanding of project management methodologies and approaches
- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems for teaching and learning
- Highly effective organizational and consensus building skills
- Exceptional communication ability, both written and oral (with individuals and groups)
- Experience implementing improvement science practices in an education organization

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

- Help operationalize the district's innovation strategy
 - The Specialist will help with inventory and assessment of existing efforts toward both fostering a district-wide culture of innovation and encouraging classroom and school redesign.
 - The Specialist will make recommendations to the Design and Innovation Officer on the current state, opportunities, and gaps and ways to address
 - The Specialist will support efforts toward school, classroom, and organizational design in line with the district innovation strategy including but not limited to the following: design district-wide competitions to generate interest and capture individuals and teams who demonstrate readiness and desire to partake in design challenges; provide support for selection, guidance, and implementation of school redesigns; empower individual teachers to engage in micro-design at the classroom level to drive personalized blended learning approaches; support the district with design and launch of personalized blended learning framework and models
 - The Specialist will support the identification and sourcing of relevant talent and partners to support implementation
- Drive innovation and design efforts already underway
 - The Specialist will be responsible for driving the launch of the second Kickstart cohort to support teachers focused on micro-designs impacting their classrooms; The Specialist will also manage and coordinate partners providing technical assistance, training, technology coaching, and develop in-house expertise
 - The Specialist will leverage partners to support the district with design and launch of personalized blended learning framework and models
- Help foster a district-wide culture of innovation
 - The Specialist will support the Design and Innovation Officer in defining a target set of desired behaviors that promote innovation district-wide and are in line with TPS's Strategic Plan, Destination Excellence
 - The Specialist will help develop incentive programs and create structural changes (i.e. by creating cross-functional, project based teams) for staff that result in desired behaviors and help move toward transforming school and central office culture

- Capture lessons learned and share best practices
 - The Specialist will capture lessons learned from micro-design work and communicate lessons learned, insights gained, and make recommendations to the Design and Information Officer on further innovation related decisions
 - The Specialist will build a web portal to share tools and resources, training materials and to showcase micro-innovation work occurring in the first year of the initiatives
- Provide continued implementation and innovation ecosystem management support
 - The Specialist will provide support and assistance in the implementation of innovation related initiatives with a focus on achieving the goals of Destination Excellence.
 - The Specialist will assist with all innovation and design related activities and efforts as needed on an ongoing basis
- Perform other duties as assigned.

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

- Advanced project management skills
- Exceptional analytical skills
- Ability to work well in a fast paced and collaborative environment
- Experience leading large projects with diverse teams
- Innovative, forward thinker with a demonstrated competency in strategic thinking
- Ability to work with ambiguity in a complex and dynamic environment
- Takes initiative to solve problems and create stakeholder buy-in.
- Identifies and prioritizes mission critical issues with alignment of people, time and resources.

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.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Standard 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, meetings, and visit school sites occasionally

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 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.