



Job Title: Director of Portfolio Management

Department: Design and Innovation Office

Reports To: Chief Innovation Officer

Grade: BG-11

Number of Days: 12 Months

Security Access: ESC

Current Date: November 13, 2017

Overtime Status: Exempt

Job Objective: Direct TPS' charter authorization functions and activities, implementation and management of the Tulsa Collaboration Compact and related projects, and the design and oversight of the District's partnership school processes.

Minimum Qualifications:

- **Education:** Bachelor's degree required; Master's degree preferred.
- **Experience required:**
 - Experience in K-12 environment.
- **Experience preferred:**
 - Experience with charter management and charter management organizations.
 - Experience in project management.
 - Experience in stakeholder relations and communication.
 - Classroom teaching experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage and improve Tulsa Public Schools' authorizing processes for both charter schools and partnership schools.
- Support and engage in the Design Lab's division goals and connect the work of charter and partnerships to broader organizational goals.
- Design and oversee school monitoring and performance evaluation processes for charter and partnership schools.
- Oversee the collection, analysis and presentation of charter and partnership school data for the Board, internal, school and public consumption.
- Design and maintain necessary information and reporting systems.
- Serve as the primary liaison and point of contact with all current and prospective Tulsa Collaboration Compact members.
- Staff the TPS Board subcommittee(s) that oversee charter and partnership school matters.
- Establish and maintain open communication with all stakeholder groups, including school operators, the State Department of Education, other Oklahoma sponsors, charter support groups, and the general public.

- With the support of senior staff, negotiate contracts with charter and partnership schools.
- Maintain respectful, collaborative professional relationships with core stakeholders.
- Promote sharing of effective practices among charter, partnership and traditional TPS schools.
- Communicate effectively with various stakeholders.
- Participate in staff development activities to improve job-related skills.
- Perform other duties as assigned.

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

- Knowledge of state and national charter authorizing policies.
- In-depth knowledge of best practices in urban education.
- Exercises initiative, judgment, discretion and decision-making to achieve organizational objectives.
- Ability to influence and persuade senior leadership, stakeholders and partners while working to remove barriers for students and families.
- High-quality experiences in negotiating complex organizational relationships and related terms of involvement and accountability.
- Experience in high-quality charter authorizing practices.
- Excellent research and writing skills with demonstrated ability to communicate information to the public.
- Strong planning and organizational skills. Ability to prioritize and manage multiple tasks simultaneously.
- Ability to promote a positive image of TPS and represent the District's interests to the public, media and other schools.
- Strong project-management skills.
- Ability to maintain oversight of delegated projects, follow-up, coordinate with external services, set and manage deadlines and 'manage up' to obtain information and approval.
- Thorough understanding of Oklahoma and Tulsa education landscape and TPS preferred, with a clear understanding of academic, financial and organizational performance measures.

Working Conditions: The design lab is a creative, open-space environment. Flexible furniture, whiteboards, maps, charts, and data walls provide space for design work. The environment is energetic and there are often multiple conversations going on at the same time. All team members are expected to support a variety of Lab-related projects and initiatives. Hours are variable; the lab is staffed from before 8am to after 6pm every day with some evening commitments and travel required. We approach work with a growth mindset, usually taking on challenges that have not yet been tried in Tulsa schools. Ambiguity is a hallmark of our context and part of the day-to-day working environment.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.