



T U L S A

PUBLIC SCHOOLS

Job Title: Elementary School Operations Manager (SOM)

Department: School Site (Selected Growing Together Grant Schools)

Reports To: Principal

Grade: EG-03

Number of Days: 210

Security Access: School site

Current Date: January 17, 2017

Overtime Status: Exempt

Job Objective: The School Operations Manager (SOM) will provide operational, logistical and school administrative support not directly connected to instruction or student learning. Most importantly, the SOM is charged with ensuring that the principal is able to spend the majority of his/her time on activities connected with instruction and student achievement. Develops systems within the school to limit principal time spent on management work. Manage school activities, including supervision of classified support personnel. Manage and coordinate such activities as special events, transportation, and building maintenance.

Minimum Qualifications:

- **Education:**
 - Bachelor's Degree in Education from an accredited institution.
 - Oklahoma teachers' certification.
 - Administrative Certification.
- **Experience:**
 - 1-3 years supervisory experience or leadership experience preferred
 - Experience in public school or a business of similar size and complexity
 - Proficient in computer, telephone, and alarm systems
 - Demonstrated ability to communicate effectively and manage conflict

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.

- Assumes responsibility for administration of the school in the absence of certificated administrators.
- Provides support for timely completion of required district reporting and key administrative and compliance tasks.
- Ensures effective school and facilities operations
- Oversees communication to parents and families (i.e. newsletters, flyers, website, School Connects, emails, etc.); in collaboration with principal,

- Helps to oversee that the school improvement (WISE) managerial tasks are carried out with fidelity and on a timely manner; monitoring student attendance.
- Manages all school scheduling, class coverage, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.
- Plans, manages and supervises the extra-curricular programs including managing community use of school site.
- Responsible for disaster preparation, fire drills, student, staff and public safety, student health.
- Maintains equipment, textbook and supply inventories.
- Monitors student attendance and coordinates effort to improve student attendance.
- Plans and coordinates to maintain a positive, safe learning environment for students by assisting with student behavior management.
- Promotes the school and District through positive relations with community, business, parents, and students.
- Under Principal's direction, plans for and provides orientation, transition, and school program information to students, parents, and staff.
- Composes a wide variety of materials (e.g. quantity reports, student activities, discipline reports, rewards, recognition's, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Performs other duties as assigned by the Principal.

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

- Ability to use technology including proficiency in MS Office suite including Outlook, Word, Excel, etc.
- Excellent interpersonal and communication skills.
- Ability to work cooperatively with school and district leaders.
- Ability to analyze data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to perform multiple job tasks.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- The ability to identify complex problems and review related information to develop and evaluate options and implement solutions

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Be able to sit for long periods of time without a break.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

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.