



T U L S A

PUBLIC SCHOOLS

**Job Title:** Global Education Exchange/Coordinator

**Reports To:** Principal  
**Grade:** CA-15  
**Number of Days:** 185  
**Security Access:** School Site  
**Current Date:** November 21, 2016  
**Overtime Status:** Non-Exempt

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**Job Objectives:** Facilitates the implementation and management of the global education activities, events, programs and services that lead to student achievement in global awareness

**Minimum Qualifications:**

- Bachelor's degree

**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.

- Organizes each exchange, including travel arrangements, budgets, insurance, chaperones.
- Functions as Coordinator and Liaison for the exchange program/study abroad language programs.
- Assist in identifying host families for incoming students or global visitors.
- Develop and maintain websites/parent portal for each exchange.
- Develop various types of extensive collaborative projects with partnering schools.
- Develop global programs with international partnering schools utilizing technology.
- Manages the International Culture Box program used throughout the state for check out.
- Performs administrative tasks for the management and coordination of global activities.
- Facilitates training sessions for student ambassadors, chaperones, parents, and host families.
- Supports school administration and staff with global activities.
- Develops, maintains and nurtures relationships with international partnering schools' administration, staff and parents.
- Maintains relationships with Tulsa Global Alliance, OK SDE, and local businesses and organizations to promote their involvement in the immersion schools' global programs.
- Performs other duties as assigned by the immersion principal.

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

- Knowledge of TGA culture box program.
- Extensive knowledge of student exchange programs.
- Extensive knowledge of study abroad language programs.

- Knowledge of technology to facilitate communication and engage learners.
- Knowledge of business, budgeting and financial guidelines.
- Effective oral and written communication skills, including video conferences.
- Exhibits the ability to be a self-starter.
- Familiarity with diverse cultures, global awareness.
- Skills in planning, organization, leadership, and group facilitation.
- Ability to build community partnerships and maintain working relationships.
- Ability to demonstrate cultural sensitivity.
- Ability to initiate and maintain professional relationships with diverse groups.
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks.

**Supervisory Responsibility:** Does not directly supervise any individuals.

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

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