



T U L S A

PUBLIC SCHOOLS

Job Title: Human Rights Coordinator

Department: Human Capital
Reports To: Executive Director
Grade: BL-08
Number of Days: 12 Months
Security Access: ESC
Current Date: May 23, 2012
Overtime Status: Exempt

Job Objectives: Oversee TPS Non-Discrimination Board Policies

Minimum Qualifications:

- Master's or Doctorate degree from an accredited college or university in Business or Public Administration, Occupation Adult Education Human Resources Management or related field.
- A minimum of six (6) years of professional experience in equal employment opportunity, diversity, affirmative action and minority business programs or comparable 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.

- Develops, initiates, maintains, and revises policies and regulations for the TPS Non Discrimination Board Policies and its related activities to prevent illegal, unethical, or improper conduct.
- Manage the day-to-day operations of the office.
- Acts as an independent review and responds to alleged violations of rules, regulations, policies, procedures, and Employee Code of Conduct by evaluating concerns, recommending an investigation or applicable action, and monitoring complaints throughout the process to include closure and follow-up.
- Mediate individual and/or groups in conflict to try to reach a mutually acceptable agreement that will resolve their dispute(s).
- Provides technical assistance to managers on fair employment practices and to heighten awareness and appreciation for the diverse nature of the school community.
- Responds to alleged violations of rules, regulations, policies, procedures, and Employee Code of Conduct by evaluating or recommending the initiation of investigative procedures. Oversees a system of uniform handling of such violations.
- Facilitates the resolution of human relations matters that have not been satisfactorily addressed within established procedures.

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

- Knowledge of principles, policies, practices and techniques of EEO dispute resolution and human resources management.
- Knowledge of Federal, state and local fair practices and EEO/ADA laws, regulations, and guidelines.
- Ability to understand Federal, State or municipal laws or regulations regarding a minority business enterprise (MBE) program.
- Ability to be objective to ensure the fair treatment of all employees and citizens.
- Ability to manage an office and supervise staff.
- Ability to perform investigations involving sensitive and complex issues.
- Ability to maintain the confidentiality of investigations. Ability to compile and analyze statistical data.
- Ability to compose clear memoranda and reports using proper grammar, punctuation and spelling, in a way comprehensible to attorneys and non-attorneys. Ability and willingness to communicate inconvenient or unpleasant facts and conclusions persuasively.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Ability to identify issues, gather information, draw valid conclusions and formulate recommendations based on the information.
- Ability to develop, interpret and apply policies, procedures, rules, regulations and laws.
- Ability to conduct employee training sessions and workshops.
- Ability to establish and maintain effective working relationships with managers, employees and the public.
- Ability to communicate in an effective, patient and tactful manner with the Tulsa community, attorneys', administrative officials, parents, faculty, and staff.
- Must have a valid Oklahoma Driver's license. Ability to perform all essential functions of position.

Supervisory Responsibility:

- Responsible for compliance reports (EEO-5, etc.).

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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