



Job Title: IT Project Coordinator

Department: Information Technology
Reports To: IT Project Manager
Grade: BG-06
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: November 8, 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: Under the direct supervision of a Project Manager, oversees small projects or phases of larger projects. Responsibility for all aspects of assigned project over the entire project life cycle (sign-off/initiation, planning, execution and close). Provide project management for the IT department and the district to obtain strategic objectives. Applies Project Management Body of Knowledge (PMBOK) methodology to improve collaboration, efficiency, reduce cost, minimizes risk, and improves the overall customer experience.

Minimum Qualifications:

- High school diploma or equivalent; college is a plus
- Minimum of one year of experience managing projects under the supervision of a project manager using Project Management Body of Knowledge (PMBOK) standards
- Strong oral and written communication skills
- Ability to effectively work with executive management, peers, vendors, and users at all levels
- Proficiency in MS Word and MS Excel
- Completed two Project Management classes preferred

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

- Coordinates meetings, activities, resources, equipment and information
- Establish and maintain positive working relationships with project team members
- Identify and define project requirements, scope, objectives and risks
- Prepares Project Charter, Meeting Minutes, Agenda and Action Items
- Consistently monitor and tracks project progress and manage issues as they arise
- Coordinate projects according to established methodologies and processes
- Keep the Project Manager and Project management Office informed of project status, risks, and issues that may impact client relations
- Manage stakeholder activities to complete projects on time and within budget
- Perform other tasks, duties, or services consistent with this position as assigned

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

- Project Management skills
- Strong interpersonal, communication and organizational skills
- Analytical and problem solving skills
- Customer and quality focused
- Conflict resolution skills
- Ability to foster teamwork and lead people effectively

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.

- Performs work in an office environment in which there is minimal exposure to unpleasant and/or hazardous working conditions.
- Work hours are 8:00 AM until 4:30 PM or as needed based on project workload.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

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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.