



**Job Title: Lead of Workplace and School Investigations**

**Department:** General Counsel  
**Reports To:** General Counsel  
**Grade:** BG-09  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Current Date:** May 18, 2017  
**Overtime Status:** Exempt

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**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:** Lead and conduct the District's workplace and school-based investigations

**Minimum Qualifications:**

- Master's or Doctorate degree from an accredited college or university in Human Resources Management, Psychology or a directly related field, with legal experience preferred
- A minimum of ten (10) years of professional experience in a legal or investigations

position in which there was regular responsibility for collection, review, synthesis and reporting of evidence relating to allegations of workplace misconduct and a responsibility to identify and analyze potential claims—education and civil rights context preferred

- Must have a valid Oklahoma Driver's license

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

- Plan, direct, organize, coordinate and evaluate District investigations of workplace and school-based misconduct that may have legal or employment ramifications, including but not limited to: discrimination, harassment, retaliation, harm to students/staff and fiscal mismanagement; conduct such investigations as needed
- Identify potential claims
- Review, monitor and approve investigative work of other staff conducting investigations, including the Human Rights/Title IX Coordinator
- Assess complainants' needs, determine immediate responses and reporting obligations, and coordinate referrals to others in the District/community to assist complainant as appropriate
- Prepare legal documents, reports, and correspondence related to investigations' progress and findings
- Support the General Counsel in ensuring that the District's practices, decisions and programs conform with applicable federal and state laws and regulations
- Consult and collaborate with human resource employees, District supervisors and legal team
- 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.

- Knowledge of the principles, methods, and techniques of investigation, including: collection, preservation, reporting and presentation of evidence, as well as identifying and interviewing witness and identifying issues to pursue
- Ability to communicate clearly, professionally and concisely—both orally and in writing—to a variety of stakeholders, including students, District supervisors, attorneys, other staff and community members
- Knowledge of civil rights protections under state and federal law, and the legal elements of harassment, discrimination, retaliation, torts, common acts of employee misconduct, and fiscal mismanagement
- Ability to apply laws/regulations/policies, draw valid conclusions and formulate recommendations based on investigation findings in a context of severe time constraints and urgency
- Knowledge of fair employment practices and the dispute procedures of relevant state and federal agencies
- Knowledge of theories and principles supporting equity, inclusion and diversity in the workplace and education setting
- Knowledge of the laws, policies and practices pertaining to student safety and obligations of reporting to outside authorities
- Ability to exercise discretion and appropriate judgment in answering questions and releasing information, and an ability to maintain confidentiality
- Ability to analyze and project consequences of decisions and/or recommendations, and

- compile and analyze statistical data
- Ability to maintain mental capacity in stressful and urgent contexts, work with sensitive and complex issues, and address unpleasant facts comfortably and professionally
  - Knowledge of the principles and theories of public administration, including: general administration, human resource management, supervision, training, fiscal management (preferred), and accounting (preferred)
  - Ability to execute customer service objectives and strategies
  - Ability to organize records, manage and supervise office and staff
  - Ability to exercise leadership competencies of initiative, problem solving, development of others and organizational acumen
  - Ability to set priorities and simultaneously process multiple duties and responsibilities
  - Ability to perform all essential functions of position

**Supervisory Responsibility:**

- Direct supervision of the Human Rights/Title IX Coordinator

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because 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.