



Job Title: Principal and ILD Pipeline Manager

Department: Teacher & Leader Effectiveness (TLE)

Reports To: Director of Leadership Development – Teacher and Leader Effectiveness Initiative

Grade: BG-06

Number of Days: 12 Months

Security Access: ESC

Current Date: June 17, 2014

Overtime Status: Exempt

Job Objectives: Implement, manage, coordinate, and ensure successful and timely alignment and completion of the Wallace Foundation and U.S. Department of Education's School Leadership Program grant projects which relate to the principal and ILD pipeline initiatives respectively. Perform other related assigned duties,

Minimum Qualifications:

- Education: Bachelor's degree in Education, Business Administration, Project Management or related field and/or equivalent work experience.
- Experience: Minimum of 5 years of work experience preferred.
- Experience managing projects or initiatives preferably in an education setting.

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

- Manages coordination and management of projects relating to the maintenance of the Wallace Foundation grant and SLP grant.
- Extensively document project related activities and findings.
- Performs project management duties, including planning, prioritizing, and coordinating the implementation of other leadership pipeline related projects as appropriate.
- Determines and deploys resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled.
- Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met.
- Maintains and provides regular comprehensive status reports and project schedules.
- Attends various meetings to communicate information, advise, recommend, and make presentations created to present technical proposals/plans/documentation.
- Other duties as assigned.

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

- Working knowledge of project management methodology.

- Strong organizational skills, including keen attention to detail, and the ability to adhere to strict deadlines.
- Exceptional writing and oral communication skills.
- Excellent time-management and a willingness to work non-standard hours.
- Ability to learn quickly, work in a fast-paced environment, and multi-task effectively.
- Ability to proactively identify challenges and work to find solutions.
- Work on fast-paced, multiple projects of varying complexity with tight deadlines.
- Strong organizational and interpersonal skills.
- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving, strategic thinking and critical analysis.

Supervisory Responsibility:

- None

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.
- Coordinate meetings in-person or via conference call.
- 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.

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