



Job Title: Project Manager – Strategic Partnerships

Department: Teacher and Leader Effectiveness
Reports To: Executive Director of Teacher and Leader Effectiveness
Grade: BG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: March 14, 2014
Overtime Status: Exempt

Job Objective: Oversees all aspects of the implementation and management of the Charter Collaboration Compact and other related projects.

Minimum Qualifications:

- **Education:** Bachelor's degree required
- **Experience preferred:**
 - Experience in K-12 environment.
 - Experience with charter management and charter management organizations.
 - Experience in project management.
 - Experience in stakeholder relations and communication.
 - Classroom teaching 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.

- Serves as primary liaison with all current and prospective Charter Compact members.
- Oversee the charter authorization function of the district.
- Staff the TPS Board Charter subcommittee, facilitating current topics, and addressing the aspirations of the Charter Compact
- Serve as project manager for the Compact Steering Committee, facilitating accomplishment of compact goals.
- Establish and maintain open communication, using a variety of media, with all stakeholder groups.
- Maintain a professional relationship with colleagues, students, parents and community members.
- Use effective written and oral communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Compile, maintain and file all physical and computerized reports, records and other documents required.
- Perform other duties as assigned.

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

- In-depth knowledge of state and national charter policies, trends and charter landscape.
- In-depth knowledge of best practices in urban education.
- High degree of initiative, judgment, discretion and decision-making to achieve organizational objectives.
- Ability to influence and persuade senior leadership, stakeholders and partners while working to remove barriers and obstacles for students and families.
- Excellent research and writing skills with demonstrated ability to communicate information to the public.
- Strong planning and organizational skills. Ability to prioritize and manage multiple tasks simultaneously.
- Ability to promote a positive image of TPS and represent the District's interests before the public, media and other schools.
- Strong project-management skills to oversee projects that require delegation, follow-up, work with external services, set and manage deadlines and 'manage up' to get information and approval.
- Thorough understanding of Oklahoma and Tulsa education landscape and TPS preferred.

Supervisory Responsibility:

- Supervise project specialists.

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

- Standard office environment.
- Occasional non-standard hours.

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