



T U L S A

PUBLIC SCHOOLS

**Job Title:** Project Manager – Teacher and Leader Effectiveness

**Department:** Teacher and Leader Effectiveness – Office of the Superintendent

**Reports To:** Executive Director – Teacher and Leader Effectiveness Initiative

**Grade:** BG-07

**Number of Days:** 12 Months

**Security Access:** ESC

**Current Date:** May 10, 2014

**Overtime Status:** Exempt

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**Job Objective:** Implement, manage, coordinate, and ensure successful and timely completion of TLE projects in coordination with multiple departments and 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. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Leads projects relating to the maintenance of evaluation system platforms and performance management initiatives, including the TLE department’s web-based data collection and evaluation systems.
- Provides project management and customized reporting relating to TLE data collection work, including, but not limited to teacher and principal evaluation data, TLE-related principal and school accreditation data, student surveys and Other Academic Measures.
- Extensively document project related activities and findings, quantify results, and communicate project results and conclusions to stakeholders, collaborators, and district leaders.
- Manage data collection and dissemination for Instructional Leadership Directors relating to TLE initiatives and data and make sure data is updated, timely, and relevant.
- Performs project management duties, including planning, prioritizing, and coordinating the implementation of other TLE related projects.

- Determines and deploys resources required to successfully complete projects on schedule and within budget, ensuring project objectives 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. Builds relationships and liaises with various central office departments, school leaders, teachers, and other school-based staff.
- Prepares proposals for new projects and leads and creates new projects as necessary.
- Leads and/or 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, continually adapting to changing priorities.
- Strong organizational and interpersonal skills.
- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.

**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.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.