



Job Title: Talent Project Specialist

Department: Talent Management
Reports To: Chief Talent Officer
Grade: BG-04
Number of Days: 12 Months
Security Access: ESC
Current Date: June 24, 2016
Overtime Status: Exempt

Position Summary: Under limited supervision, provides leadership and support in the development and implementation of Teacher and Leader Effectiveness initiatives, as well as ongoing support to coordinate day-to-day activities related to the TLE office priorities including: evaluation system, data and assessment, strategic measures, leadership development, talent management and communications.

Qualifications/Job Requirements:

Education:

- Bachelor's Degree required

Experience:

- Minimum 5 years of work experience preferred
- Demonstrated understanding of school operations and programs.

Specific Training/Skills:

- Excellent oral and written communication skills
- Project management skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet deadlines
- Must be self-directed and able to complete projects with limited supervision
- Experience in and familiarity with standard computer software and data entry

Customer Contacts:

- Internal: All levels of the organization
- External: Funders, partner organization representatives, patrons and vendors

Duties and Responsibilities:

- Manage assigned projects related to TLE priorities, working within and across organizational lines.
- Provide support to project leads in evaluation system and performance management initiatives, including, but not limited to, the District's web-based platforms for collecting and reporting evaluation data.
- Assist in gathering and analyzing board reporting metrics related to strategic core goals of the district.
- Perform quantitative and qualitative analysis of project data and review of relevant academic research and best practices.
- Facilitate development of departmental scorecards to track performance and establish a process of continuous improvement.
- Provide logistical leadership and support for TLE initiatives and projects.
- Provide logistical and coordinating support for the Teach for America Summer Institute, working with district's cross functional team to complete related activities on a timely manner.
- Organize, lead and facilitate project-related meetings as requested, including the creation of agendas and preparation of materials.
- Document activities and develop feedback report to communicate project findings and activities to collaborators and other involved.
- Assist in the development of a Teacher/Leader Effectiveness Initiative communication plan.
- Support activities related to staff and leadership development as related to talent management efforts.
- Develop reports and other deliverables as assigned by project leads.
- Facilitate internal and external communication for TLE office.
- Performs other duties as required.

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

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