



Job Title: Teaching and Learning Strategic Support Specialist

Department: Teaching and Learning
Reports To: Deputy Chief Academic Officer
Grade: BG-04
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 11, 2017
Overtime Status: Exempt

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: The teaching and learning strategic support specialist is responsible for providing operational and logistical support to the teaching and learning office including general office management duties, project coordination and execution, and support to the deputy chief of academics. Coordinates with administrative staff among all academic offices to ensure exceptional service is provided to school leaders, teachers and students.

Minimum Qualifications:

- Education: bachelor's degree in education, business administration, project management or related field and/or equivalent work experience
- Experience: minimum of 3 years of managing projects or initiatives preferably in an education setting

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

- Provide operational and administrative support to the teaching and learning office with a special focus on supporting the office of the deputy chief academic officer
- Perform office management duties including managing schedules, meeting logistics, requisitions and purchasing, budget tracking, report preparation, and other related duties.
- Coordinate with administrative staff in all academic offices to ensure exceptional service is provided to school leaders, teachers and students
- Support the development of strong processes and systems to maximize division effectiveness
- Perform some project coordination duties, including planning, prioritizing, and budgeting for selected projects
- Determine resources required for the successful operation of the office of teaching and learning and proactively works across multiple departments to ensure such resources are secured
- Prepare regular status reports to the deputy chief of academics and other leadership team members
- Attend various meetings to communicate information, advice, recommend and make presentations created to present technical proposals/plans/documentation
- Exhibit a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district's instructional priorities
- 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.

- Ability to effectively employ concepts and techniques of operational and office management
- Strong organizational skills, including keen attention to detail, and the ability to adhere to strict timelines
- Ability to effectively communicate both verbally and in writing, creating and making public presentations; ability to work independently and as a team
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Ability to learn quickly, work in a fast-paced environment, and multi-task effectively
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to cultivate trusting, respectful, professional relationships with team members across the organization
- Ability to provide high levels of customer service to meet varying team and individual's needs
- Seek and include diverse range of perspectives and contribute productively as a member of a diverse team

- Take initiative to develop self and peers while providing and seeking feedback for continuous improvement
- Embody core values and show initiative to support organizational priorities
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

Supervisory Responsibility:

- None

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.