



**Job Title:** Academic Operations Specialist

**Department:** Teaching and Learning  
**Reports To:** Director of Academic Services & Impact  
**Grade:** BG-05  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Current Date:** October 11, 2017  
**Overtime Status:** Exempt

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**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 Academic Operations Specialist is responsible for the successful and timely completion of projects in the division of Academics. Provides project coordination and operational support to academic leadership. Works across organizational lines to design projects and ensure consistency in project approach and completion. Develops detailed presentations, materials and other deliverables for a wide variety of internal and external audiences.

**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.

- Perform project management duties, including planning, prioritizing, coordinating, and controlling the analysis, design, implementation, and documentation, if applicable, for projects
- Determine resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled
- Perform research and analysis that support decision making
- Employ project management techniques to develop and maintain project schedules
- Assess project risk, taking appropriate action to ensure project objectives are timely and successfully met
- Develop high quality materials, reports and presentations for a range of internal and external audiences
- Perform other tasks, duties, or services consistent with this position as assigned

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

*Strategic management*

- Ability to translate plans into team priorities and activities
- Ability to surface insight and learnings from multiple sources
- Identify challenges and guide project teams towards solutions
- Create space for productive debate and alternative perspectives
- Adept at encouraging innovation and creativity from project teams
- Evaluate solutions with a focus on scale and sustainability
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives
- Make timely project decisions, consider implications and align team resources accordingly
- Ability to execute, delegate effectively and ensure project tasks are completed
- Understand organizational structure, functional areas and priorities and how to work within them to achieve project goals
- Manage project team to deliver results within operational realities

*Effective teaming*

- Develop and maintain relationships across organization and school networks
- Identify and remove barriers to working with other teams and departments
- Adapt communication to needs of audiences to build sense of shared purpose and progress work forward
- Influence team and others in department to achieve goals
- Provide effective feedback so individuals and teams can improve
- Promote value of diversity and inclusion across the organization and department

- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

### *Self-management*

- Embody core values, habits of success and shows initiative to support organizational priorities
- Facilitate a team culture that promotes reflecting on results, identifying challenges and sharing mistakes made
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment while flexing team approach based on new and changing information
- Strong verbal and written communication skills and excellent listening skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Ability to maintain confidentiality in all aspects of the job
- 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:**

- No direct supervisor responsibilities but will lead ad hoc and cross-functional project teams

**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.