



T U L S A

PUBLIC SCHOOLS

Job Title: Administrative Assistant IV
Department: Talent and Learning
Reports To: Chief Talent and Learning Officer
Grade: CA-12
Number of Days: 12 Months
Security Access: Varies
Current Date: April 15, 2016
Overtime Status: Non-exempt

Job Objective: This position will serve as the face of the Tulsa Public Schools Talent Management team. The primary responsibility is to operate a welcoming and efficient main office for current and prospective employees. The ideal candidate is a highly personable, systematic, and extremely organized individual who deeply believes in the Tulsa Public Schools mission and is committed to helping build a district of high-performing schools.

Minimum Qualifications:

- **Education:** High school diploma or equivalent required.
- **Experience:** 0-2 years of previous office management/administrative experience

Preferred Qualifications:

- **Education:** Bachelor's degree from a competitive college or university
- **Experience:** Five years office/secretarial experience.
- **Language:** Fluency in both English and Spanish

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.

Front-Office Management

- Welcome visitors; serve as gatekeeper to address questions
- Answer phones, redirect inquiries as may be appropriate and relay messages to staff in a timely manner
- Receive and distribute mail and shipments
- Maintain a clean and organized office environment; maintain complete sets of commonly used forms for staff and families
- Interface with systems such as Munis, NOVOS, and FACET systems.

Scheduling and Administrative Support

- Directly manage the calendars of senior leaders, maximizing their time on high-impact work and acting as a safeguard to ensure their time supports their priorities.
- Schedule meetings, manage a wide variety of requests, and complete additional administrative tasks (such as processing reimbursements, making travel arrangements, ordering supplies, drafting communications, and preparing materials for conference calls and meetings).
- Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions or adaptations when administrative challenges arise.

Project Manage and Run Small and Large Scale Events

- Create and manage the successful execution of weekly meetings as well as larger scale network-wide teacher and leader training events. This includes but is not limited to event planning, communication, and managing event budgets.
- Plan and manage logistics for these training events, including partnerships with other internal teams and external vendors, using existing systems and systems you will create.
- Manage the operations of the events day-of, providing help to attendees, supporting facilitators, coordinating vendors, and at times managing a small team who helps execute the event.
- Analyze feedback data and identify and make improvements based on feedback.

Other duties as assigned by Administrators.

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

- A cheerful and welcoming demeanor
- Attention to detail
- Ability to communicate clearly through writing and orally
- Belief in the Tulsa Public School's mission and educational model
- Growth-oriented, with a thirst for feedback and desire to improve
- Strong organizational skills
- Takes instruction well, but does not wait for it
- Very strong interpersonal and communication skills (written and oral)
- Proficiency with MS Word, Excel and databases
- Ability and desire to work in a fast-paced, highly disciplined, sometimes unpredictable school environment
- Maturity, humility, strong work ethic, sense of humor, and roll-up-my-sleeves attitude
- English and Spanish fluency is preferred

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 without a break.
- 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.

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