



**Job Title:** Administrative Assistant IV  
**Department:** Communications and Public Relations  
**Reports To:** Director of Communications  
**Grade:** CA-12  
**Number of Days:** 12 Months  
**Overtime Status:** Non-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.

**Job Objective:** Help to tell the story of why Tulsa Public Schools is a destination for excellence in teaching and learning by providing high-level administrative support to the director of communications and the communications office. Routine tasks will include conducting research, preparing reports, processing right-to-know requests and general information requests, managing invoicing and purchasing for the communications team, preparing correspondence, scheduling meetings, and compiling information about site-level events, projects, and programs that may be of interest to local media. Non-routine tasks will include opportunities for professional growth by assisting communications staff with other projects as needed and working on cross-functional teams.

**Minimum Qualifications:**

- **Education:** High school diploma or equivalent required. Additional certification/training preferred.

- **Experience:** two years administrative office experience

**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.

- Provide administrative and clerical support to the communications office;
- Serve as a key contact for receiving, triaging, and/or transferring district phone calls;
- Manage daily reports for media coverage and media inquiries;
- Track media coverage and compile weekly report on tone, volume, and focus of coverage;
- Process requisitions for travel, supplies, and equipment through the efficient usage of the Munis system;
- Ensure timely processing of and responses to Open Records Act requests;
- Facilitate internal and external audit and serve as team lead with the Munis, NOVOS, and FACET systems;
- Maintain director's calendar and ensure timely attendance of meetings;
- Compile and maintain calendar of school events; and
- Other duties as determined by team focus area and/or district strategic priorities.

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

- Strong commitment to providing exceptional internal and external customer service and willingness to go above and beyond in their work;
- Experience dealing with multiple constituencies and changing priorities in a fast-paced environment;
- Excellent written and verbal communication skills;
- Ability to work proactively, anticipating the needs of colleagues and assessing potential risks – i.e. the ability to tell when something is wrong or is likely to go wrong
- Excellent multi-tasking skills and ability to manage multiple projects and work-streams happening concurrently;
- Strong attention to detail and adherence to deadlines;
- Time management skills
- Highly proficient in Microsoft Office Suite.
- A positive attitude and ability to work harmoniously with other employees.
- Must be a self-starter and willing to learn new duties.
- The ability to apply general rules to specific problems to produce answers that make sense.
- Willingness to be all-in to ensure that all Tulsa kids benefit from great teachers and exceptional schools.

**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.
- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Being able to sit or stand for long periods of time without a break
- Must be flexible in order to attend special events or meetings