



Job Title: **Lead Designer**

Department: Design and Innovation
Reports To: Design and Innovation Specialist
Grade: BG-07
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: April 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 lead designer will plan, prepare, and conduct design workshops, contribute to grant-writing efforts, assists in building partnerships with local partners to support innovation efforts, identify opportunities to involve the community in the school design process. Identify training needs of others, developing formal learning opportunities for employees to improve design thinking skills. Will manage and oversee project execution and completion of deliverables.

Minimum Qualifications:

- Bachelor's Degree
- 2+ years of professional experience such as education, design, consulting, or entrepreneurship
- Growth mindset
- Bias for action
- Conceptual thinking
- People-orientation

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.

- Identify and recruit design teams
- Plan, prepare, and conduct design workshops
- Contribute to grant-writing efforts
- Assist school leaders in building partnerships with local partners
- Organize coalition of local partners to support innovation at Tulsa Schools
- Identify and build relationships with neighborhood organizations
- Find opportunities to involve the community with school design
- Identify opportunities to share learning and data with local organizations
- Identify opportunities to create vertical and horizontal pathways
- Support high-level strategic projects with TPS stakeholders (board, senior leader, and others) to drive systemic change in the district
- Support design teams including teachers, school leaders, and community members
- Lead the continual improvement of the Design Lab by setting goals, identifying program quality guidelines, and strategies as well as planning events and experiences
- Identify the educational needs of others, developing formal educational or training programs or classes to help employees improve design-thinking skills
- Assess needs through surveys, interviews, focus groups, or consultation with leaders, instructors, or community representatives
- Design, plan, organize, or direct development programs for employees
- Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures
- Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials
- Plan and lead events in community to source new ideas and innovators
- 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.

- Idea visualization
- Empathic conversation
- Workshop facilitation
- Process design
- Coalition building
- Partner management

Empathy conversation:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and team skills:

- Builds and maintains strong relationships
- Works successfully on a team
- Possesses strong verbal and visual communication skills
- Exhibits willingness to have difficult conversations.
- Holds the tension between competing interests

Skillfully navigates existing political structures/systems. Problem solving and systems thinking:

- Makes decisions using data
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems
- Exhibits strong focus on goals and results. Sets clear metrics for success
- Thrives in achievement-oriented and fast-paced environment

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.

The design lab is a creative environment. Flexible furniture, whiteboards, maps, charts, and data walls provide space for design work. Hours are variable, but often begin before 8am and end after 6pm with some evening commitments and travel required. We try to respect weekend time as untouchable unless we are required to travel or host conferences. We share the lab with the office of performance management and the office of organizational behavior and culture, as our work often overlaps. We approach work with a growth mindset, usually taking on challenges that have not yet been tried in Tulsa schools. We embrace a bias for action: the lab is best summarized as a think/do tank, with equal emphasis on ideating and testing.

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 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.