



Job Title: Operations Associate, Deputy Superintendent

Department: Deputy Superintendent
Reports To: Deputy Superintendent
Grade: BG-05
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: April 27, 2018
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: Under the guidance of the deputy superintendent, manages the office of the deputy superintendent and supports the coordination of organizational-wide logistics and related communications for various strategic initiatives. Executes operational tasks and adeptly addresses sensitive cases as assigned by the deputy superintendent. Develops detailed presentations, materials and other reports for a wide variety of internal and external audiences.

Minimum Qualifications:

- Education: Bachelor's degree in the liberal arts, business administration, or related field and/or equivalent work experience
- Experience: Minimum of 3 years of working on project teams and/or managing projects or initiatives involving a variety of stakeholders, preferably in a fast-paced environment
- Willingness to work non-standard hours

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

- Provide administrative and operational support to the deputy superintendent and other team members as necessary inclusive of: managing the deputy superintendent's calendar and correspondence while ensuring preparedness for events and meetings, processing requisitions for travel, supplies, and equipment through the efficient usage of the Munis system; and coordinating agenda and logistics for deputy team and executive cabinet meetings
- Perform research and analysis that supports decision making
- Employ project management techniques to develop and maintain project schedules
- Develop high quality materials, reports and presentations for a range of internal and external audiences
- Attend various meetings to communicate information, advice, recommend and make presentations created to present technical proposals/plans/documentation
- 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.

- Leverages strong organizational and time management skills, including keen attention to detail, proactive problem-solving, and the ability to adhere to strict timelines
- Excellent multi-tasking skills and ability to manage multiple projects and work-streams happening concurrently;
- Ability to effectively communicate both verbally and in writing, creating public presentations;
- Ability to learn quickly and work in a fast-paced environment
- Experience effectively engaging with multiple constituencies
- Ability to work proactively, anticipating the needs of colleagues and assessing potential risks – i.e. the ability to identify problems and anticipate potential problems
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, including the ability to apply general rules to specific problems to produce answers that make sense
- Must be a self-starter, taking the initiative to develop self while seeking feedback for continuous growth and improvement
- 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
- Embody core values and show initiative to support organizational priorities

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.