



Job Title: Program Manager, Professional Learning

Department: Educator Effectiveness and Professional Learning
Reports To: Executive Director of Educator Effectiveness and Professional Learning
Grade: BG-06
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 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 program manager for professional learning is responsible for implementing, managing and ensuring the successful and timely completion of professional learning projects in coordination with multiple departments. Performs project management duties related to the execution of district wide professional development activities for teachers, school leaders and district staff including planning, coordinating, designing and executing high quality learning experiences.

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 in an education setting
- Willingness to work non-standard hours

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

- Under the direction of the executive director for educator effectiveness and professional learning, assist in the development of system-wide professional learning supports for teachers and school leaders aligned with the instructional priorities of the district
- In collaboration with the academic services teams, instructional leadership directors, talent management and others, prepare comprehensive project plans to ensure the successful execution of professional learning activities
- Work closely with the program manager for educator effectiveness, utilize available data to provide comprehensive analyses on the professional needs of staff to support educator effectiveness and professional learning priorities
- Establish strong process and procedures to periodically evaluate professional development activities and make modifications as appropriate
- Stay abreast of laws, regulations, statutes, policies, current research, and best practices related to human resources and leadership and staff development
- Perform project management duties, including planning, prioritizing, coordinating and executing professional learning projects
- Determine personnel, financial, and/or technical resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled
- Maintain and provides regular comprehensive status reports and project schedules
- Conduct needs analysis, through interviewing and surveying to aid in planning and implementing professional learning programs
- Prepare high quality presentations, materials, and project reports to a variety of internal and external reports
- 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.

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.