



Job Title: Program Manager, Integrated and Expanded Learning

Department: Student and Family Services
Reports To: Director of Expanded Learning
Grade: BG-6
Number of Days: 12 Months
Security Access: District
Current Date: October 10, 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 integrated and expanded learning is responsible for implementing, managing and ensuring the successful and timely completion of comprehensive project plans to ensure the successful execution of expanded learning partnerships and activities. Performs project management duties related to the execution of the Wallace Foundation-funded SEL project and related school/community OST partnerships.

Minimum Qualifications:

- Bachelor's degree in education, business administration, non-profit or project management or related field and/or equivalent work experience
- Minimum of 5 years of experience with managing projects or initiatives in community-based youth-serving settings, especially those in partnership with local schools; experience leading multi-partner community-based planning and implementation projects essential
- Working knowledge of positive youth development, expanded learning, and continuous quality improvement exhibited in out-of-school-time (OST) programming and school / community partnerships
- Willingness to work non-standard hours

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

- Under the direction of the director for expanded learning, assist in the development of system-wide partnerships to advance expanded learning, positive youth development, and continuous quality improvement linkages with community and school OST efforts and provide supports for teachers and school leaders in these partnerships 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 expanded learning partnerships and activities
- Work closely with the director of expanded learning, 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 expanded learning activities with both TPS and citywide OST intermediary staff and make modifications as appropriate
- Stay abreast of laws, regulations, statutes, policies, current research, and best practices related to school OST partnerships and human resources and leadership and staff development
- Perform project management duties for the Wallace Foundation-funded SEL project and related school/community OST partnerships, including budgeting, document management, reporting, team coordination and other items related to the project and partnerships, in addition to 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 of related projects
- Prepare high quality presentations, materials, and project reports to a variety of internal and external reports
- With the director of expanded learning and other assigned TPS staff, take part in regular meetings, planning groups, and related activities with the citywide OST intermediary and partner organizations
- 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.

- Ability to collect and analyze data and evaluate solutions with a focus on scale and sustainability
- Ability to translate plans into team priorities and activities
- Understand and anticipate cross-functional implications of departmental decisions
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)

Supervisory Responsibility:

- No direct supervisor responsibilities but will lead 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.