

## AGENDA

**Special Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, February 13, 2020 at 5:00 p.m., in the Cheryl Selman Room, Ground Floor, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

### A. OPENING EXERCISES

- A.1. Call to order and confirm that a quorum of the Board is present.
- A.2. Flag salute.

### B. PRESENTATION OF SUPERINTENDENT'S RECOMMENDATION FOR A REDUCTION IN FORCE AND REORGANIZATION

- B-1. Recommendation:** In order to maintain the fiscal integrity of the District given the structural deficit it faces in the 2020-2021 fiscal year, approve the Superintendent's recommendation to eliminate the 174 positions listed in the supplemental material accompanying this agenda item and non-reemploy the individuals holding those positions.

Of the 174 positions recommended for elimination, 110 positions are recommended for deletion effective July 1, 2020, and 77 of those positions are presently staffed with either certified or non-certified personnel. The remaining 64 positions (of the 174) are custodian positions, which the Superintendent recommends only be deleted as they become vacant through attrition.

**Rationale:** Tulsa Public Schools has experienced decades of state budget cuts, increasing expenses, and decreasing enrollment. In response to these conditions, the District launched a community-wide initiative, Shaping Our Future, to address the estimated \$20 million shortfall expected for the 2020-2021 school year and identify the services most vital to executing the District's strategic priorities. One significant recommendation coming from the Shaping Our Future work has been to reduce positions at the district office and reorganize the functions of certain district office positions to better serve the needs of students and schools. Based on the relevant information and analysis described by the Superintendent, there is sufficient justification for the proposed reduction in force. While difficult and unfortunate, this action is necessary to support the district's need to provide crucial services and programming within its financial constraints.

- B-2.** Presentation and discussion regarding the Superintendent's recommendation outlined in Agenda Item B-1.
- B-3.** Discussion, consideration, and possible motion and vote to convene in executive session to discuss and deliberate on the possible elimination of positions and possible non-reemployment of the individuals holding those positions, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes.
- B-4.** Motion and vote to acknowledge return to open session.

**B-5.** Statement by Board President of executive session minutes.

**B-6.** Discussion, consideration, and possible motion and vote to accept or reject the Superintendent's recommendation outlined in Agenda Item B-1.

**C.** **RECOMMENDATION:** Approve the creation and funding of new positions identified in the supplemental material accompanying this agenda item as necessary supports for the District's service to students and schools in the current financial setting.

**D. ANNOUNCEMENTS**

The next regular scheduled meeting of the Board of Education will be held on Monday, February 24, 2020, at 6:30 p.m. in the Cheryl Selman Room, at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

**E. MOTION AND VOTE TO ADJOURN**

PROPOSED POSITION ELIMINATIONS AND RELATED NON-REEMPLOYMENTS, AND PROPOSED POSITION UNFUNDS

**Supporting Information ITEM B-1**

#	Department	Position	Team Member	Deletes/Unfunds
1	Superintendent	Administrative Assistant	Vacancy	Proposed Deletion
2	Finance	Project Manager	Vacancy	Proposed Deletion
3	Finance	Project Coordinator	Vacancy	Proposed Deletion
4	Finance	Project Administrator	Vacancy	Proposed Deletion
5	Finance	Manager of Fixed Assets	Vacancy	Proposed Deletion
6	Finance	Senior Accountant	Vacancy	Proposed Deletion
7	Finance	Purchasing AP Technician	Vacancy	Proposed Deletion
8	Finance	CNS Coordinator	1. Sheilah Coil	Proposed Deletion
9	Finance	Associate Buyer	Vacancy	Proposed Deletion
10	Finance	Mail Services Supervisor	2. Yovanda Browning	Proposed Deletion
11	Finance	Warehouse Distribution Specialist 3	Vacancy	Proposed Deletion
12	Finance	Warehouse Distribution Specialist 3	Vacancy	Proposed Deletion
13	Finance	Accounting Technician	3. Randi Foster	Proposed Deletion
14	Finance	Accounting Technician	4. Michael LaRue	Proposed Deletion
15	Finance	Treasury Technician	Vacancy	Proposed Deletion
16	Teaching and Learning	Data Clerk	5. Linda Arroyo	Proposed Deletion
17	Teaching and Learning	Dual Language Coordinator	6. Hannah Jimenez	Proposed Deletion
18	Teaching and Learning	World Language Academic Coordinator	7. Jessica Lanterman	Proposed Deletion
19	Teaching and Learning	ELD Coordinator	8. Elizabeth Benavides	Proposed Deletion
20	Teaching and Learning	ELD Coordinator	9. Stephanie Cagle	Proposed Deletion
21	Teaching and Learning	ELD Coordinator	10. Lisa Cole	Proposed Deletion
22	Teaching and Learning	ELD Coordinator	11. Jennifer Goodlow	Proposed Deletion
23	Teaching and Learning	ELD Coordinator	12. Tetyana Roger	Proposed Deletion
24	Teaching and Learning	ELD Coordinator	13. Lakrisa Walker	Proposed Deletion
25	Teaching and Learning	ELD Coordinator	14. Kou See Vang	Proposed Deletion
26	Teaching and Learning	Community Liaison	15. Maricarmen Mitchell	Proposed Deletion
27	Teaching and Learning	Instructional Mentor	Vacancy	Proposed Deletion
28	Teaching and Learning	Instructional Mentor	16. Tamberlin Davis	Proposed Deletion
29	Teaching and Learning	Instructional Mentor	17. AnnMarie Remus	Proposed Deletion
30	Teaching and Learning	Compliance and Monitor Specialist - Elementary	18. Terri Hill	Proposed Deletion
31	Teaching and Learning	Compliance and Monitor Specialist - Secondary	19. Ozye Hill	Proposed Deletion
32	Teaching and Learning	Data and Reporting Specialist	20. Dale Snow	Proposed Deletion
33	Teaching and Learning	Data and Reporting Specialist	21. John Patterson	Proposed Deletion
34	Teaching and Learning	Instructional Mentor	22. Shirley Ingmire	Proposed Deletion
35	Teaching and Learning	Administrative Assistant I	23. Wanda Palmer	Proposed Deletion
36	Teaching and Learning	Instructional Mentor	24. Janet Parker	Proposed Deletion
37	Teaching and Learning	Certified Spanish Interpreter	25. Nora Ledea	Proposed Deletion
38	Talent Management	Talent Specialist	Vacancy	Proposed Deletion
39	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
40	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
41	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
42	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
43	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
44	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
45	Talent Management	Instructional Mentor	Vacancy	Proposed Deletion
46	Talent Management	Instructional Mentor	26. Shalyn Lindsey	Proposed Deletion
47	Talent Management	Instructional Mentor	27. Sharyl Stafford	Proposed Deletion
48	Talent Management	Instructional Mentor	28. Carolyn Thomas	Proposed Deletion
49	Talent Management	Instructional Mentor	29. Crystal Okotoghaide	Proposed Deletion
50	Talent Management	Instructional Mentor	30. Amanda Wann	Proposed Deletion
51	Talent Management	Instructional Mentor	31. Cheryl Dennis	Proposed Deletion
52	Talent Management	Instructional Mentor	32. Crystal Clark	Proposed Deletion
53	Talent Management	Instructional Mentor	33. Joshua Wann	Proposed Deletion
54	Talent Management	Instructional Mentor	34. Mary Bauer	Proposed Deletion
55	Talent Management	Instructional Mentor	35. Amy Church	Proposed Deletion
56	Talent Management	Instructional Mentor	36. Janey Nemard	Proposed Deletion
57	Talent Management	Instructional Mentor	37. Erinn Hudson	Proposed Deletion
58	Talent Management	Instructional Mentor	38. Keith Grisso	Proposed Deletion
59	Talent Management	Teacher on Special Assignment	39. Denita White	Proposed Deletion
60	Talent Management	Teacher on Special Assignment	Vacancy	Proposed Deletion
61	Talent Management	District Office and School Leader Talent Director	40. Bradley Eddy	Proposed Deletion
62	IT / Data	Lead Applications Manager	Vacancy	Proposed Deletion
63	IT / Data	Audio / Video Technician	41. Kevyn Rutherford	Proposed Deletion
64	IT / Data	Audio / Video Technician	42. Gary Winstone	Proposed Deletion



134	Operations	Custodians (12 mo)	Deletion via natural attrition	Proposed Deletion
135	Operations	Custodians (12 mo)	Deletion via natural attrition	Proposed Deletion
136	Operations	Custodians (12 mo)	Deletion via natural attrition	Proposed Deletion
137	Operations	Custodians (12 mo)	Deletion via natural attrition	Proposed Deletion
138	Operations	Custodians (12 mo)	Deletion via natural attrition	Proposed Deletion
139	Operations	Custodians (12 mo)	Deletion via natural attrition	Proposed Deletion
140	Operations	Enrollment and Student Information Partner	Vacancy	Proposed Deletion
141	Operations	Enrollment and Student Information Specialist	51. Bonnie Youtsey	Proposed Deletion
142	Operations	Enrollment and Student Information Bilingual Receptionist	52. Ana Banuelos	Proposed Deletion
143	Operations	Enrollment and Student Information Registrar	Vacancy	Proposed Deletion
144	Operations	Enrollment and Student Information Registrar	Vacancy	Proposed Deletion
145	Operations	Enrollment and Student Information Registrar	53. Divanny Perez-Gutierrez	Proposed Deletion
146	Operations	Enrollment and Student Information Registrar	54. Deisy Munoz-Prieto	Proposed Deletion
147	Operations	Enrollment and Student Information Registrar	55. Ruby Molina	Proposed Deletion
148	Operations	Enrollment and Student Information Registrar	56. Pamela Johnson	Proposed Deletion
149	Operations	Enrollment and Student Information Registrar	57. Dora Estrada Perez	Proposed Deletion
150	Operations	Enrollment and Student Information Registrar	58. Clarence Harvey	Proposed Deletion
151	Operations	Enrollment and Student Information Registrar	59. Eirandeni Ortiz Claudio	Proposed Deletion
152	Operations	Enrollment and Student Information Registrar	60. Sandra Moonen	Proposed Deletion
153	Operations	Enrollment and Student Information Registrar	61. Becky Taylor	Proposed Deletion
154	Operations	Enrollment and Student Information Registrar	62. Janis Perez	Proposed Deletion
155	Operations	Enrollment and Student Information Registrar	63. Polly Krier	Proposed Deletion
156	Operations	Enrollment and Student Information Registrar	64. Melissa Johnson	Proposed Deletion
157	Operations	Enrollment and Student Information Registrar	65. Edith Ketchum	Proposed Deletion
158	Operations	Grounds	66. Rene Alicea	Proposed Deletion
159	Operations	Electric Craftperson	Vacancy	Proposed Deletion
160	Operations	Locksmith Craftperson	67. Brian Davis	Proposed Deletion
161	Deputy Superintendent	Administrative Assistant IV	68. Sarah Agee	Proposed Deletion
162	Deputy Superintendent	New Media Coordinator	69. Martin Kasper	Proposed Deletion
163	Chief of Schools	Director of Health and Wellness	70. Pam Butler	Proposed Deletion
164	Chief of Schools	SS Specialist - Network	Vacancy	Proposed Deletion
165	Chief of Schools	SS Specialist - Network	71. Audrey Fortenberry	Proposed Deletion
166	Chief of Schools	SS Specialist - Network	72. Elizabeth Hall	Proposed Deletion
167	Chief of Schools	SS Specialist - Network	73. Tijuana Williams	Proposed Deletion
168	Chief of Schools	SS Specialist - Network	74. Deb McReynolds	Proposed Deletion
169	Chief of Schools	SS Specialist - Network	75. Rebecca Yeager	Proposed Deletion
170	Chief of Schools	SS Specialist - Network	76. Matthew Raulston	Proposed Deletion
171	Chief of Schools	Coordinator of Social Services	Vacancy	Proposed Deletion
172	Chief of Schools	ILD Elementary	77. Kayla Robinson	Proposed Deletion
173	Chief of Schools	Administrative Assistant IV	Vacancy	Proposed Deletion
174	Chief of Schools	Executive Administrative Assistant	Vacancy	Proposed Deletion
175	Design Lab	Project Director - High School Design	Vacancy	Proposed Defund
176	Finance	Grant Development Coordinator	Vacancy	Proposed Defund
177	Teaching and Learning	Director of Elementary Learning	Vacancy	Proposed Defund
178	Teaching and Learning	Academic Partner - Math	Vacancy	Proposed Defund
179	Teaching and Learning	Academic Partner - Literacy	Vacancy	Proposed Defund
180	Teaching and Learning	Director of Secondary Learning	Vacancy	Proposed Defund
181	Teaching and Learning	Behavior Support Specialist	Vacancy	Proposed Defund
182	Teaching and Learning	Behavior Support Specialist	Vacancy	Proposed Defund
183	Teaching and Learning	Behavior Support Specialist	Vacancy	Proposed Defund
184	Teaching and Learning	Behavior Support Specialist	Vacancy	Proposed Defund
185	Teaching and Learning	Behavior Support Specialist	Vacancy	Proposed Defund
186	Talent Management	Director of Compensation and Benefits	Vacancy	Proposed Defund
187	Operations	Police Major	Vacancy	Proposed Defund
188	IT / Data	Data Strategist	Vacancy	Proposed Defund
189	Deputy Superintendent	Family Engagement Specialist	Vacancy	Proposed Defund
190	Chief of Schools	Strong Tomorrows Case Manager	Vacancy	Proposed Defund
191	Operations	Garage Craftsperson	Vacancy	Proposed Defund
192	Operations	Manager of Customer Service	Vacancy	Proposed Defund
193	Operations	Transportation Supervisor	Vacancy	Proposed Defund
194	Operations	Garage Master Craftperson	Vacancy	Proposed Defund
195	Operations	Garage Master Craftperson	Vacancy	Proposed Defund
196	Operations	Bus Assistants	Vacancy	Proposed Defund
197	Operations	Bus Assistants	Vacancy	Proposed Defund
198	Operations	Bus Assistants	Vacancy	Proposed Defund
199	Operations	Bus Assistants	Vacancy	Proposed Defund
200	Operations	Bus Assistants	Vacancy	Proposed Defund
201	Operations	Bus Assistants	Vacancy	Proposed Defund
202	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund

203	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
204	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
205	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
206	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
207	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
208	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
209	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
210	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
211	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
212	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
213	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
214	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
215	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
216	Operations	Bus Drivers (12 month)	Vacancy	Proposed Defund
217	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
218	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
219	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
220	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
221	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
222	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
223	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
224	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
225	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
226	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
227	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
228	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
229	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
230	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
231	Operations	Bus Drivers (9 month 8 hour)	Vacancy	Proposed Defund
232	Teaching and Learning	Homebound Coordinator	Vacancy	Proposed Defund

**SUPPORTING INFORMATION**

**ITEM B1 AND C**

**POSITION DELETIONS/CREATIONS**

**Delete:**

Position	Salary/Grade	Duties
<p><b>Administrative Assistant</b> ESC/Superintendent's Office</p> <p><i>Annual Budget Impact:</i> \$30,867 min. – \$41,620 max.</p> <p><i>Funding Source:</i> 11-0000-2321-501210-0 00-000000-609-09-091-</p>	<p>CA-12 \$14.84/hr. to \$20.01/hr. 12 Months</p>	<p>To ensure the smooth and efficient operation of the department by performing a variety of complex secretarial duties.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Project Manager</b> ESC/Strategic Deployment Office</p> <p><i>Annual Budget Impact:</i> \$63,000 min. – \$94,400 max.</p> <p><i>Funding Source:</i> 11-0000-2541-501210-0 00-000000-341-08-098</p>	<p>BG-9 12 Months</p>	<p>Implement, manage, coordinate, and ensure successful and timely completion of executive staff/cabinet-level projects in coordination with multiple departments. Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met.</p>

**Delete:**

Position	Salary/Grade	Duties
<b>Project Coordinator</b> ESC/Strategic Deployment Office  <i>Annual Budget Impact:</i> \$47,476 min. – \$66,700 max.  <i>Funding Source:</i> 11-0000-2541-501210-0 00-000000-341-08-098	BG-6 12 Months	Under the direct supervision of a Project Manager, oversees small projects or phases of larger projects. Responsibility for all aspects of assigned project over the entire project life cycle (sign-off/initiation, planning, execution and close). Provide project management for the IT department and the district to obtain strategic objectives. Applies Project Management Body of Knowledge (PMBOK) methodology to improve collaboration, efficiency, reduce cost, minimizes risk, and improves the overall customer experience..

**Delete:**

Position	Salary/Grade	Duties
<b>Project Administrator</b> ESC/Strategic Deployment Office  <i>Annual Budget Impact:</i> \$31,500 min. – \$47,300 max.  <i>Funding Source:</i> <i>Unfunded Position</i>	BG-3 12 Months	Under the direct supervision of a Project Manager, oversees small projects or phases of larger projects. Responsibility for all aspects of assigned project over the entire project life cycle (sign-off/initiation, planning, execution and close). Provide project management for the IT department and the district to obtain strategic objectives. Applies Project Management Body of Knowledge (PMBOK) methodology to improve collaboration, efficiency, reduce cost, minimizes risk, and improves the overall customer experience..

**Delete:**

Position	Salary/Grade	Duties
<b>Manager of Fixed Assets</b> ESC/Accounting  <i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.  <i>Funding Source:</i> 11-0000-2511-501210-0 00-000000-305-08-052-	BG-8 12 Months	Ensure efficiency and compliance to the TPS Accounting Office's Fixed Asset, Internal Audit, and Inventory Management policies.



**Delete:**

Position	Salary/Grade	Duties
<b>Senior Accountant</b> ESC/Accounting  <i>Annual Budget Impact:</i> \$50,000 min. – \$75,000 max.  <i>Funding Source:</i> 11-0000-2511-501210-0 00-000000-301-08-052-	BG-7 12 Months	Ensure that State and Federal reporting is completed accurately and on a timely basis. Provide assistance to school sites and district offices so that they can complete their duties on a timely basis. Monitor financial system software integrity.

**Delete:**

Position	Salary/Grade	Duties
<b>Purchasing AP Technician</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$29,452 min. – \$39,686 max.  <i>Funding Source:</i> 11-0000-2520-501210-0 00-000000-609-08-054-	CA-11 \$14.16/hr. to \$19.08/hr. 12 Months	Work with vendors and users to expedite receipt of goods, reconcile invoices to purchase orders, resolve discrepancies and make appropriate system entries.

**Delete:**

Position	Salary/Grade	Duties
<b>CNS Coordinator</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$47,476 min. – \$66,700 max.  <i>Funding Source:</i> 11-0000-2520-501210-0 00-000000-109-08-054-	BG-6 12 Months	Responsible for procurement of assigned commodity groups.

**Delete:**

Position	Salary/Grade	Duties
<b>Associate Buyer</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$31,500 min. – \$47,300 max.  <i>Funding Source:</i> 11-0000-2520-501210-0 00-000000-511-08-054-	BG-3 12 Months	Manage established ProCard and office supply buying programs as well as handle other routine purchases.

**Delete:**

Position	Salary/Grade	Duties
<b>Mail Services Supervisor</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.  <i>Funding Source:</i> 11-0000-2523-501210-0 00-000000-513-08-054-	BG-5 12 Months	Maintain operation of district Mail Services

**Delete:**

Position	Salary/Grade	Duties
<b>Warehouse Distribution Specialist 3</b> ESC/Materials Management (2 positions)  <i>Annual Budget Impact:</i> \$51,292 min. – \$68,472 max.  <i>Funding Source:</i> 11-0000-2523-501210-000-0000 00-902-08-054-	CA-8 \$12.33/hr. to \$16.46/hr. 12 Months	Drives warehouse vehicle and delivers requested items and meals to sites on route.

**Delete:**

Position	Salary/Grade	Duties
<b>Accounting Technician</b> ESC/Accounting (2 positions)  <i>Annual Budget Impact:</i> \$58,904 min. – \$79,372 max.  <i>Funding Source:</i> 11-0000-2511-501210-0 00-000000-601-08-052-	CA-11 \$14.16/hr. to \$19.08/hr. 12 Months	Fixed assets auditor.

**Delete:**

Position	Salary/Grade	Duties
<b>Treasury Technician</b> ESC/Treasury  <i>Annual Budget Impact:</i> \$30,867 min. – \$41,620 max.  <i>Funding Source:</i> 11-0000-2313-501210-0 00-000000-615-08-097-	CA-12 \$14.84/hr. to \$20.01/hr. 12 Months	The Treasury Technician is responsible for recording revenue in the financial software system. Receipts are issued for funds received in face-to-face transactions, by mail and by wire transfer. Updates and additions to the chart of accounts and maintaining the revenue budget in the financial system are also the responsibility of this position as well as responding to inquiries from visitors, school personnel and the public.

**Delete:**

Position	Salary/Grade	Duties
<p><b>Data Clerk</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$24,481 min. – \$32,656 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501210-0 00-000000-609-06-070-</p>	<p>CA-7 \$11.77/hr. to \$15.70/hr. 12 Months</p>	<p>Following established procedures, the Title III Data Clerk will receive, review, and enter data into the appropriate computer system or database. The Clerk will support the completion of mandated district, state, and federal reports through the collections of data found in various sources. The Clerk will ensure accuracy of all recorded data and perform database maintenance in PowerSchool and ELLevation. In addition, the Clerk will maintain appropriate paper and electronic records of both bilingual students and those receiving Title III services.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Dual Language Coordinator</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$47,476 min. – \$64,300 max.</p> <p><i>Funding Source:</i> 11-5720-2213-501110-4 10-000000-211-05-070-5720</p>	<p>EG-1 12 Months</p>	<p>The coordinator will assist principals, teachers, and school leadership teams in the identification and development of sound instructional strategies designed to increase the educational performance of English language learners. This position is characterized by a strong desire to work with teachers, administrators, school staff, parents, and other community members to ensure that English language learners develop fluency and attain high academic achievement in English.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>World Language Academic Coordinator</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$48,700 min. – \$73,100 max.</p> <p><i>Funding Source:</i> 11-0000-2212-501110-000-000000- 211-06-070-</p>	<p>EG-3 12 Months</p>	<p>Provides leadership in the development, implementation, and evaluation of a comprehensive curriculum and instructional program; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to the district curriculum.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>English Language Development Coordinator</b> ESC/Language and Cultural Services (7 positions)</p> <p><i>Annual Budget Impact:</i> \$332,332 min. – \$450,100 max.</p> <p><i>Funding Source:</i> 11-5720-2213-501110-4 10-000000-211-05-070- 5720x</p>	<p>EG-1 12 Months</p>	<p>The English Language Development Coordinator will assist school leaders, teachers, and other team members in the development and continued implementation of sound instructional strategies designed to increase the educational performance of English learners. The coordinator will use formative and summative data and work collaboratively with others to support improved outcomes for all students. Additionally, the English Language Development Coordinator will provide support to schools to increase student achievement, ensure equity and access, increase rigor, and close the achievement gap for all English learner students at all instructional levels.</p>

**Delete:**

Position	Salary/Grade	Duties
<b>Community Liaison</b> ESC/Language and Cultural Services  <i>Annual Budget Impact:</i> \$50,000 min. – \$75,000 max.  <i>Funding Source:</i> 11-5710-2194-501210-4 10-000000-322-05-070-5710	BG-7 12 months	The community liaison serves as a support to the district and the community with specific responsibilities for engaging the Hispanic and Spanish-speaking community, providing information on programs/services available to students and families, facilitating relationships with Hispanic media and Spanish-speaking media outlets, referring families to outside agencies, providing parent education opportunities, and fostering an ongoing partnership between the home and school.

**Delete:**

Position	Salary/Grade	Duties
<b>Instructional Mentor</b> ESC/Exceptional Student Support Services (5 positions)  <i>Annual Budget Impact:</i> \$243,500 min. – \$365,500 max.  <i>Funding Source:</i> 11-0000-2213-501110-2 39-000000-211-06-066-	EG-3 12 Months	Exceptional Student Services (ESS) Instructional Mentors ESS will collaborate with Exceptional Student Services Coordinators to strengthen capacity of novice and career teachers in specialized instruction. Instructional Mentors will provide coaching, observation and feedback for teachers to improve rigor and best practices for students on individualized educational programs.

**Delete:**

Position	Salary/Grade	Duties
<b>Compliance and Monitor Specialist - Elementary</b> ESC/Exceptional Student Support Services  <i>Annual Budget Impact:</i> \$40,000 min. – \$70,068 max.  <i>Funding Source:</i> 11-0000-2212-501110-239-106000-108-06-066-	Teachers' Salary Schedule	Assists in the the monitoring and implementation of compliant IEPS.

**Delete:**

Position	Salary/Grade	Duties
<p><b>Compliance and Monitor Specialist - Secondary</b> ESC/Exceptional Student Support Services</p> <p><i>Annual Budget Impact:</i> \$40,000 min. – \$70,068 max.</p> <p><i>Funding Source:</i> 11-6210-2212-501110-2 39-000000-108-05-066-6210</p>	<p>Teachers' Salary Schedule</p>	<p>Assists in the the monitoring and implementation of compliant IEPs.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Data and Reporting Specialist</b> ESC/Exceptional Student Support Services (2 positions)</p> <p><i>Annual Budget Impact:</i> \$70,800 min. – \$106,000 max.</p> <p><i>Funding Source:</i> 11-0000-2511-501210-2 39-000000-609-06-066-  11-6210-2511-501210-2 39-000000-609-05-066-6210</p>	<p>BG-4 12 Months</p>	<p>The Data and Reporting Specialist oversees daily operations, record retrieval, and data integrity on EdPlan; ensures the transmittal of data across all systems; and provides data reporting and analysis for the ESS team, school sites, and district.</p>

**Delete:**

Position	Salary/Grade	Duties
<b>Administrative Assistant I</b> ESC/Exceptional Student Support Services  <i>Annual Budget Impact:</i> \$22,256 min. – \$29,640 max.  <i>Funding Source:</i> 11-0000-2330-501210-2 39-000000-615-06-066-	CA-5 \$10.70/hr. to \$14.25/hr. 12 Months	To ensure the smooth and efficient operation of the department by performing a variety of complex secretarial duties.

**Delete:**

Position	Salary/Grade	Duties
<b>Certified Spanish Interpreter</b> ESC/Exceptional Student Support Services  <i>Annual Budget Impact:</i> \$26,047 min. – \$35,280 max.  <i>Funding Source:</i> 11-6210-2194-501210-2 39-106000-328-05-066-6210	CA-14 \$16.28/hr. to \$22.05/hr. 200 days	To facilitate, provide, and support language assistance services for Limited English Proficient persons in the district



**Delete:**

Position	Salary/Grade	Duties
<p><b>Talent Specialist</b> ESC/Talent Management</p> <p><i>Annual Budget Impact:</i> \$30,867 min. – \$41,620 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210-0 00-000000-337-04-041-</p>	<p>CA-12 \$14.84/hr. to \$20.01/hr. 12 Months</p>	<p>Provides timely, accurate, and customer-friendly administration of personnel matters related to employment processes for select employee groups. Ensures personnel files are maintained current and complete to provide timely and accurate information to authorized internal and external customers. Works collaboratively with Talent Management and other district offices to ensure an exceptional customer experience throughout the employment life cycle.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Instructional Mentor</b> Wilson / Educator Effectiveness and Professional Learning (20 positions)</p> <p><i>Annual Budget Impact:</i> \$974,000 min. – \$1,462,000 max.</p> <p><i>Funding Source:</i> 11-5118-2213-501110-4 94-000000-211-05-044- 5118</p>	<p>EG-3 12 Months</p>	<p>Instructional Mentors provide instructional support for teachers in Tulsa Public Schools to improve teacher performance and increase student achievement. Mentors set development goals for teachers and regularly support them to meet those goals through coaching conversations, in-class coaching, growth-oriented feedback, and cohort-based professional learning opportunities.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Teacher on Special Assignment</b> Wilson / Educator Effectiveness and Professional Learning (2 positions)</p> <p><i>Annual Budget Impact:</i> \$47,727 min. – \$83,603 max.</p> <p><i>Funding Source:</i> 11-5118-2213-501110-4 94-000000-211-05-041-5118</p> <p>(1 unfunded)</p>	<p>Teachers' Salary Schedule + 34 days</p>	<p>The teacher on special assignment – equity fellow will serve as a direct support to teachers in developing critical consciousness around equity related issues and culturally responsive teaching skills. The fellow will remain abreast of best practices in equity, anti-racism and cultural competence development and use these insights to design, develop and deliver effective professional learning opportunities. The fellow will serve as an advisor, thought partner and support for equity related issues and concerns across the system, including school and district office personnel. The fellow will collaborate both within the district and across the community to identify, develop, engage in and communicate strategies for achieving equitable outcomes for students.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>District Office and School Leader Talent Director</b> ESC/Talent Management</p> <p><i>Annual Budget Impact:</i> \$79,100 min. – \$118,700 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501110-0 00-000000-107-04-041</p>	<p>BG-11 12 Months</p>	<p>The District Office and School Leader Talent Director leads the District in creating the strategic vision and operation of recruiting and onboarding processes for all District Office and School Leader personnel; Leads Talent Planning and Succession processes regarding School Leader positions. Serves as a window of service for District Office employees regarding all their Talent Management needs; Supervises the verification and maintenance of certified staff credentialing; Leads the substitute teacher programs; Serves as a consultant for issues related to immigration policies that affect our current and prospective employees.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Lead Applications Manager</b> ESC/Information and Analytics</p> <p><i>Annual Budget Impact:</i> \$79,100 min. – \$118,700 max.</p> <p><i>Funding Source:</i> 11-0000-2580-501210-0 00-000000-109-02-056-</p>	<p>BG-11 12 Months</p>	<p>The Lead Application Manager is responsible for leading a team of individuals charged with effectively operationalizing research and analysis of system application needs and problems by working directly with end-users of applications at school sites and across departments. This involves coaching, mentoring, directing and establishing the strategic direction for the application support team. This team is charged with providing assistance, advice, problem solving, system administration and technical information to end-users regarding the effective use of software applications with regular in person interactions with school-based staff. The individual in this role will be a member of the IT leadership team and will provide input on team-wide strategic decisions. As a member of the IT leadership team, this role is responsible for identifying how the work of the application management team can support (and be supported by) the other functional areas of the IT as well as teams across the organization.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Audio / Video Technician</b> ESC/Information and Analytics (2 positions)</p> <p><i>Annual Budget Impact:</i> \$67,724 min. – \$91,728 max.</p> <p><i>Funding Source:</i> 21-0000-2640-501210-0 00-000000-607-02-028-</p>	<p>TS-9 \$16.28/hr. to \$22.05/hr. 12 Months</p>	<p>To provide technical, functional and procedural support to district staff concerning all aspects of Audio Visual Systems.</p>

**Delete:**

Position	Salary/Grade	Duties
<b>Desktop Support Analyst</b> ESC/Information and Analytics  <i>Annual Budget Impact:</i> \$33,862 min. – \$45,864 max.  <i>Funding Source:</i> Split funding 11-0000-2580-501210-000-000000-50 2-02-028 & 11-0000-2230-501210-000-000000-60 3-02-028	TS-9 \$16.28/hr. to \$22.05/hr. 12 Months	Installation and support of district hardware and software at administrative and school sites. Interface with vendors on support or maintenance agreements. Troubleshoot advanced hardware and software problems. Assist in making recommendations for District hardware and software support levels.

**Delete:**

Position	Salary/Grade	Duties
<b>Network Systems Engineer</b> ESC/Information and Analytics  \$63,000 min. – \$94,400 max.  <i>Funding Source:</i> Unfunded	BG-9 12 Months	Provide technical expertise in supporting and engineering Information Technology (IT) infrastructure, systems and services for the TPS school district. Ensure existing IT systems meet or exceed performance targets and that sound security practices are in place. Support client services, DevOps and service desk teams in the delivery of technology solutions that support district goals.

**Delete:**

Position	Salary/Grade	Duties
<b>Lead Distribution Specialist</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$29,452 min. – \$39,686 max.  <i>Funding Source:</i> 22-0000-3130-501210-700-000000-902-03-054-	MT-11 \$14.16/hr. to \$19.08/hr. 12 Months	Supervises daily activities for the Warehouse Distribution Specialists 2, 3 and 5.

**Delete:**

Position	Salary/Grade	Duties
<b>Warehouse Distribution Specialist 5</b> ESC/Materials Management (5 positions)  <i>Annual Budget Impact:</i> \$133,485 min. – \$179,710 max.  <i>Funding Source:</i> 22-0000-3130-501210-700-00000 0-902-03-054-	CA-9 \$12.87/hr. to \$17.28/hr. 12 Months	Fill delivery orders, load truck and deliver goods with a positive attitude

**Delete:**

Position	Salary/Grade	Duties
<b>Assistant Supervisor CNS</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$33,862 min. – \$45,864 max.  <i>Funding Source:</i> 22-0000-3130-501210-700-00 0000-513-03-054-	MT-14 \$16.28/hr. to \$22.05/hr. 12 Months	Manages purchasing process for Child Nutrition. Responsible for all functions required for Child Nutrition purchasing. Liaison between the warehouse and Child Nutrition Department.

**Delete:**

Position	Salary/Grade	Duties
<b>Heavy Equipment Craftsperson</b> ESC/Maintenance and Plant Operations  <i>Annual Budget Impact:</i> \$29,452 min. – \$39,686 max.  <i>Funding Source:</i> 21-0000-2620-501210-0 00-000000-901-01-002-	MT-11 \$14.16/hr. to \$19.08/hr. 12 Months	Heavy Equipment Craftsperson will be responsible for operating heavy equipment in order to maintain district roadways, parking lots, maintain ditches & natural water courses. Equipment includes; gasoline or diesel equipment such as sweepers, graders, flushers, loaders, bulldozers, aerial trucks and backhoes. Assist with other crafts in the complete all assigned work orders. Must report labor, cost and any pertinent notes/information regarding all work orders assigned and return to the foreperson daily.

**Delete:**

Position	Salary/Grade	Duties
<b>Laundry</b> ESC/Maintenance and Plant Operations  <i>Annual Budget Impact:</i> \$25,646 min. – \$34,236 max.  <i>Funding Source:</i> 11-0000-2620-501210-0 00-000000-802-01-002-	MT-8 \$12.33/hr. to \$16.46/hr. 12 Months	To support the needs of Plant Operation Office by ensuring communication with varied sites and/or departments; laundry is picked up and delivers to sites and departments daily clean and in a timely manner.

**Delete:**

Position	Salary/Grade	Duties
<b>Custodian (12 months)</b> ESC/Maintenance and Plant Operations (64 positions)  <i>Annual Budget Impact:</i> \$1,307,238 min. – \$1,722,572 max.  <i>Funding Source:</i> 11-0000-2620-501210-0 00-000000-954-01-xxx-	MT-3 \$9.82/hr. to \$12.94/hr. 12 Months	Responsible for cleaning and maintaining the entire facility using the proper chemicals, equipment and techniques. He/she may be required to fill in for the Building and Grounds Site Supervisor (BGSS) in his/her absence. He/she will report any unsafe conditions and/or maintenance needs to the BGSS and supervisors.

**Delete:**

Position	Salary/Grade	Duties
<p><b>Enrollment and Student Information Partner</b> ESC/Enrollment and Student Information</p> <p><i>\$63,000 min. – \$94,400 max.</i></p> <p><i>Funding Source:</i> 11-0000-2112-501110-0 00-000000-110-03-058-</p>	<p>BG-9 12 Months</p>	<p>Provide service as Enrollment and Student Information Partners to principals; assist schools with accreditation, enrollment, membership, graduation, and drop out reports, insuring accuracy and timely completion; oversee transfer process at all school sites; oversee site procedures and processes for truancies, attendance, and suspensions; complete class size audits; provide assistance to all sites on affidavits, enrollment, guardianship, power of attorney, homeless and foster enrollment; provide assistance for all sites with the Student Information System and online enrollment system; maintain security access for the Student Information System, online enrollment system, and SDE Student Information System; provide training for clerks and other office personnel; assist the Executive Director of Enrollment and Student Information in the daily operations of the Enrollment Center and preparation of all district, state, and federal reports.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Enrollment and Student Information Specialist</b> ESC/Enrollment and Student Information</p> <p><i>Annual Budget Impact:</i> <i>\$30,867 min. – \$41,620 max.</i></p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-348-03-058-</p>	<p>CA-12 \$14.84/hr. to \$20.01/hr. 12 Months</p>	<p>Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.</p>

**Delete:**

Position	Salary/Grade	Duties
<b>Enrollment and Student Information Bilingual Receptionist</b> ESC/Enrollment and Student Information  <i>Annual Budget Impact:</i> \$23,316 min. – \$31,096 max.  <i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-609-03-058-	CA-6 \$11.21/hr. to \$14.95/hr. 12 Months	Provides translation and interpretation assistance with internal and external customers. Assists with all Accountability Department processes to include student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.

**Delete:**

Position	Salary/Grade	Duties
<b>Enrollment and Student Information Registrar</b> ESC/Enrollment and Student Information (15 positions)  <i>Annual Budget Impact:</i> \$4394,851 min. – \$530,150 max.  <i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-	CA-9 \$12.87/hr. to \$17.28/hr. 12 Months (1 – 195 days)	Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.



**Delete:**

Position	Salary/Grade	Duties
<b>Grounds</b> ESC/Maintenance and Plant Operations  <i>Annual Budget Impact:</i> \$25,646 min. – \$34,236 max.  <i>Funding Source:</i> 21-0000-2630-501210-000-000000-90 5-01-002-	MT-8 \$12.33/hr. to \$16.46/hr. 12 Months	Perform tasks and maintain the grounds and athletic fields at multiple locations.

**Delete:**

Position	Salary/Grade	Duties
<b>Electric Craftsperson</b> ESC/Maintenance and Plant Operations  <i>Annual Budget Impact:</i> \$33,862 min. – \$45,864 max.  <i>Funding Source:</i> 21-0000-2620-501210-0 00-000000-704-01-002-	MT-14 \$16.28/hr. to \$22.05/hr. 12 Months	The Electrician is expected to perform a variety of duties including completing all assigned work orders in a timely manner. Reporting labor, cost and any pertinent notes/information regarding all assigned work orders and return to foreperson daily. Must be conscientious, have experience in all areas of job responsibilities and exhibit good workmanship.

**Delete:**

Position	Salary/Grade	Duties
<b>Locksmith Craftsperson</b> ESC/Maintenance and Plant Operations  <i>Annual Budget Impact:</i> \$29,452 min. – \$39,686 max.  <i>Funding Source:</i> 21-0000-2620-501210-0 00-000000-706-01-002-	MT-11 \$14.16/hr. to \$19.08/hr. 12 Months	Disassembles locks, and repairs or replaces worn pins, springs, and other parts. Insert new or repaired part into lock change combination. Cuts duplicate key, using key cutting machine or code cutting machine. Moves lock pick cylinder to open door locks without keys. Keeps record of all key codes and duplicate keys in secure area. Complete all assigned work orders in a timely manner. Report labor, cost and any pertinent notes/information regarding all assigned work orders and return to your foreperson daily.

**Delete:**

Position	Salary/Grade	Duties
<p><b>Administrative Assistant IV</b> ESC/Communications</p> <p><i>Annual Budget Impact:</i> \$30,867 min. – \$41,620 max.</p> <p><i>Funding Source:</i> 11-0000-2560-501210-0 00-000000-615-14-062-</p>	<p>CA-12 \$14.84/hr. to \$20.01/hr. 12 Months</p>	<p>Help to tell the story of why Tulsa Public Schools is a destination for excellence 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.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>New Media Coordinator</b> ESC/Communications</p> <p><i>Annual Budget Impact:</i> \$50,000 min. – \$75,000 max.</p> <p><i>Funding Source:</i> 11-0000-2560-501210-0 00-000000-344-14-062-</p>	<p>BG-7 12 Months</p>	<p>Design, develop, and manage a web-based district news bureau that creates and disseminates video and print news and informational pieces in support of the district's communication strategy. Research, develop, film, and edit daily news stories and Monday morning segments highlighting upcoming district news and events. Serve as staff lead on district social media outlets, executing against the district's social media engagement plan. Collaborate with internal stakeholders to determine key communications vehicles needed to support Destination Excellence priorities.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Director of Health and Wellness</b> ESC/Student and Family Support Services</p> <p><i>Annual Budget Impact:</i> \$79,100 min. – \$118,700 max.</p> <p><i>Funding Source:</i> 11-0000-2199-50 1110-000-000000 -109-16-059-</p>	<p>BG-11 12 Months</p>	<p>Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students. The Director of Health and Wellness will provide leadership for a comprehensive health and wellness program. The director will collaborate with district leaders, instructional leadership directors, school leaders, other TPS departments, community partners, and government agencies to reduce barriers to education for students, provide training and education, and develop policies and procedures that ensure superior health services and fulfillment of state and federal health related laws and regulations.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Social Services Specialist - Network</b> ESC/Student and Family Support Services (7 positions)</p> <p><i>Annual Budget Impact:</i> \$350,000 min. – \$525,000 max.</p> <p><i>Funding Source:</i> 11-0000-2113-501 210-000-000000-3 52-16-020-</p>	<p>BG-7 12 Months</p>	<p>The Social Services Specialist (SSS) Team Lead is part of a district-level multidisciplinary team whose main responsibility is to build a sustainable system of tiered supports to address student behavioral and mental health needs. The SSS Team Lead will be assigned to a set network of schools with a designated district-level team. This position requires the monitoring of student data across the network and within individual schools to identify social, behavioral and mental health supports needed to eliminate barriers to learning and enhance the academic success of students. The SSS Team Lead will problem solve and coordinate resources within and outside the district to meet the needs of student populations. This licensed professional will also oversee the community-based mental health agencies that provide therapeutic services within their assigned schools to ensure compliance to district, state and federal policies, procedures and laws. SSS Team Leads will provide professional development and support to build school personnel expertise in the unique needs of students with social, emotional and mental health issues and concerns.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Coordinator of Social Services</b> ESC/Student and Family Support Services</p> <p><i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.</p> <p><i>Funding Source:</i> 11-0000-2113-501210-0 00-000000-109-16-020-</p>	<p>BG-8 12 Months</p>	<p>Oversees the development and implementation of programming for expecting and parenting students, as well as all programming aimed at the prevention of teen pregnancy. This position will also involve the provision of support and leadership for the outside early childhood development agencies and youth services agencies and mental health agencies. Direct support for the social support specialist and social workers.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Instructional Leadership Director:Elementary</b> ESC/Chief of Schools</p> <p><i>Annual Budget Impact:</i> \$105,000 min. – \$157,600 max.</p> <p><i>Funding Source:</i> 11-0000-2490-501110-0 00-000000-107-16-073-</p>	<p>XG-03 12 Months</p>	<p>The Instructional Leadership Director will ensure that exemplary leadership is at every one of his or her assigned schools. To achieve this goal, TPS is looking for a team of Instructional Leadership Directors (ILD) to supervise, support, and develop principals to set and attain high levels of student achievement. The ILD will oversee a portfolio of schools (8-10) and will be responsible for inspiring, providing thought-partnership, coaching, holding principals accountable, and building the capacity of principals to improve the conditions of teaching and learning in each of their schools. The ILD will have decision making power to address day to day academic and operational school issues. The ILD will also be responsible for ensuring that the district's missions and goals are achieved, while collaborating with department heads and the Chief Academic Officer to ensure consistency of practice and prioritization of resources. The ILD will share best practices and continuously improve the skills and knowledge base of principals they supervise.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Administrative Assistant IV</b> ESC/Chief of Schools</p> <p><i>Annual Budget Impact:</i> \$30,867 min. – \$41,620 max.</p> <p><i>Funding Source:</i> 11-0000-2490-501210-0 00-000000-615-16-071-50% and 50% 11-0000-2490-501210-0 00-000000-615-16-072</p>	<p>CA-12 \$14.84/hr. to \$20.01/hr. 12 Months</p>	<p>Provide high-level administrative support to a subset of instructional leadership directors. 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.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Executive Administrative Assistant</b> ESC/ Chief of Schools</p> <p><i>Annual Budget Impact:</i> \$35,484 min. – \$48,131 max.</p> <p><i>Funding Source:</i> 11-0000-2321-501210-0 00-000000-609-16-065-</p>	<p>CA-15 \$17.06/hr. to \$23.14/hr. 12 Months</p>	<p>Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.</p>

**Create:**

Position	Salary/Grade	Duties
<b>Innovation Project Manager - Enrollment Growth</b> ESC/Design Lab  <i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.  <i>Funding Source:</i> 11-0000-2541-501210-0 00-000000-109-14-005	BG-8 12 Months	The Innovation Project Manager oversees the development of concepts into strategies that can be executed and scaled. The Innovation Project Manager works cross-functionally with students, teachers, school leaders, central office staff, and community members to support projects that are new to the district. This role is responsible for managing multiple projects at once, with a focus on growing enrollment. This role demands critical thinking, problem solving, and high detail-orientation.

**Create:**

Position	Salary/Grade	Duties
<b>Manager General Accounting</b> ESC/Accounting  <i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.  <i>Funding Source:</i> 11-0000-2511-501210-0 00-000000-301-08-052-	BG-8 12 Months	Under the guidance of the Director of Accounting will supervise the general accounting, accounts payable and other state and federal compliance requirements within the accounting department.

**Create:**

Position	Salary/Grade	Duties
<b>Accounting Operations Clerk</b> ESC/Accounting  <i>Annual Budget Impact:</i> \$29,452 min. – \$39,686 max.  <i>Funding Source:</i> 11-0000-2511-501210-0 00-000000-601-08-052-	CA-11 \$14.16/hr. to \$19.08/hr. 12 Months	Under the guidance of the Director of Accounting, the team member will support operational tasks and provide clerical support to ensure daily and cyclical department operations are carried out efficiently (e.g. prepare reimbursement reports, process vendor information requests, manage claim requests and support other accounting functions of the team).

**Create:**

Position	Salary/Grade	Duties
<b>Purchasing Operations Associate</b> ESC/Materials Management  <i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.  <i>Funding Source:</i> 11-0000-2520-501210-0 00-000000-511-08-054-	BG-5 12 Months	Under the guidance of the Director of Materials Management, the team member will support the coordination and execution of various projects and related tasks across purchasing and materials management (e.g. manage vendors, audit billings, support requests-for-proposals and bidding process' meet compliance requisites, assess contract terms in addition to supporting other procurement related tasks).

**Create:**

Position	Salary/G rade	Duties
<b>Early Childhood Program Coordinator</b> ESC/Teaching and Learning  <i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.  <i>Funding Source:</i> 11-0271-2490-501210-000-0000 00-109-05-070-0271	BG-5 12 Months	The Early Childhood Program Coordinator is responsible for providing operational and logistical support to the early childhood team including general office management duties, project coordination and execution, and support to the executive director, early childhood. Coordinates with administrative staff among all academic offices to ensure exceptional service is provided to school leaders, teachers and students.

**Create:**

Position	Salary/Grade	Duties
<p><b>Student Recruitment and Community Engagement Coordinator</b> ESC/Teaching and Learning</p> <p><i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.</p> <p><i>Funding Source:</i> 11-0271-2490-501210-000-00000 0-109-05-070-0271</p>	<p>BG-5 12 Months</p>	<p>The Student Recruitment and Community Engagement Coordinator is responsible for supporting the design and implementation of communication and outreach strategies for recruitment of preK students to Tulsa Public Schools and supporting families in enrolling preK students in the district. The Coordinator also supports the design and implementation of programs and services to support and engage families and the community in the education of early childhood students in Tulsa Public Schools.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Designer: Content &amp; Support for Early Childhood</b> ESC/Teaching and Learning</p> <p><i>Annual Budget Impact:</i> \$48,700 min. – \$73,100 max.</p> <p><i>Funding Source:</i> 11-0271-2213-501110-000-00000-211-05-070-0271</p>	<p>EG-3 12 Months</p>	<p>The Designer, Content &amp; Support for Early Childhood plays a critical role in Tulsa Public Schools' teacher development initiatives, helping early childhood teachers to reach their full potential. The Designer will design and facilitate live and virtual professional learning sessions centered on 1) developing teachers' knowledge of early childhood content and best practices across domains, including academic and social emotional 2) deepening understanding of the district adopted curricula and assessments 3) building teacher leader capacity 4) supporting teacher leaders in facilitating professional learning communities. The Designer will also provide ongoing strategic, intentional support and coaching to teachers and teacher leaders to improve teacher practices with the outcome of improving student performance. Supports will include observations, coaching conversations, in-class coaching, growth-oriented feedback, and cohort-based professional learning opportunities. This position provides a highly motivated individual the opportunity to design and lead professional development to ensure that teacher capacity is strengthened and student achievement increases. This position reports to Program Manager and will work in close collaboration with other teammates</p>



**Create:**

Position	Salary/Grade	Duties
<p><b>Language and Cultural Services Customer Care Associate</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$26,769 min. – \$35,942 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-609-06-070-</p>	<p>CA-9 \$12.87/hr. to \$17.28/hr. 12 Months</p>	<p>Assist with Language and Cultural Services processes to include home language surveys, tribal documentation, student records, transfers, transcripts, assessment, trend data reports, state reports, and surveys for diverse learners served within the Language and Cultural Services team. Ensures accuracy and timeliness. Assists with research projects as may be required.</p> <p>Communicates on a positive basis with patrons and school personnel and students in both English and Spanish.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Manager English Language Development Pathways</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$70,500 min. – \$105,700 max.</p> <p><i>Funding Source:</i> 11-5720-2213-501110-4 10-000000-211-05-070-5720</p>	<p>EG-8 12 Months</p>	<p>The Manager of English Language Development Pathways will lead, plan and organize the district's efforts to ensure strong English language development programming and supports for our English learner students through an aligned professional learning plan for school and district leaders and teachers to maximize the effectiveness of English language development support. Additionally the Manager will work collaboratively with families, community partners and other stakeholders to increase student achievement, ensure equity and access, increase rigor, and close the achievement gap for all English learner students.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>English Language Development Partner</b> ESC/Language and Cultural Services (6 positions)</p> <p><i>Annual Budget Impact:</i> \$315,000 min. – \$472,200 max.</p> <p><i>Funding Source:</i> 11-5720-2213-501110-4 10-000000-211-05-070-5720</p>	<p>EG-4 12 Months</p>	<p>The English language development partner, in collaboration with the English language development pathways manager and other members of Language and Cultural Services, is responsible for delivering within their network high-quality instructional resources, enhancing classroom practices, and scaling effective programs to increase Tulsa Public Schools students' achievement and to prepare all students for success in college, career, and life. The English language development Partner works with their instructional leadership director to provide leadership for English language development in the district.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Multilingual Elementary Partner</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$52,500 min. – \$78,700 max.</p> <p><i>Funding Source:</i> 11-0000-2213-501110-4 10-000000-211-06-070</p>	<p>EG-4 12 Months</p>	<p>The Multilingual partner, in collaboration with the Director of Multilingual Pathways and other members of Language and Cultural Services, is responsible for delivering within their network high-quality instructional resources, enhancing classroom practices, and scaling effective programs to increase Tulsa Public Schools students' achievement and to prepare all students for success in college, career, and life. The Multilingual Partner works with instructional leadership directors, school leaders, and teachers to provide leadership for Multilingual Pathways in the district.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Multilingual Secondary Partner</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$52,500 min. – \$78,700 max.</p> <p><i>Funding Source:</i> 11-0000-2213-501110-4 10-000000-211-06-070</p>	<p>EG-4 12 Months</p>	<p>The Multilingual partner, in collaboration with the Director of Multilingual Pathways and other members of Language and Cultural Services, is responsible for delivering within their network high-quality instructional resources, enhancing classroom practices, and scaling effective programs to increase Tulsa Public Schools students' achievement and to prepare all students for success in college, career, and life. The Multilingual Partner works with instructional leadership directors, school leaders, and teachers to provide leadership for Multilingual Pathways in the district.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Multilingual Mentor</b> ESC/Language and Cultural Services (2 positions)</p> <p><i>Annual Budget Impact:</i> \$97,400 min. – \$146,200 max.</p> <p><i>Funding Source:</i> 11-0000-2213-501110-4 10-000000-211-06-070</p>	<p>EG-3 12 Months</p>	<p>Multilingual Mentors provide instructional support for Multilingual Pathways teachers in Tulsa Public Schools to improve teacher performance and increase student achievement in academics, multilingualism, and multiculturalism. Multilingual Mentors set development goals for teachers and regularly support them to meet those goals through coaching conversations, in-class coaching, growth-oriented feedback, and cohort-based professional learning opportunities. Areas of development can include curriculum internalization, class culture, and climate, implementing the Multilingual Pathways approach, including high-leverage instructional strategies, classroom management, analysis of student work, differentiated instruction, and supportive instruction to build academics, multilingualism, and multiculturalism for all students. Mentors build relationships, coach, inspire, motivate, and develop groups of novice teachers to reach ambitious goals with students, and support our district's efforts to offer outstanding multilingual pathways learning opportunities.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Manager of Community Services</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.</p> <p><i>Funding Source:</i> 11-5710-2194-501210-0 00-000000-110-05-070-5710</p>	<p>BG-8 12 Months</p>	<p>The Manager of Community Services will lead, plan and organize the district's efforts to ensure strong educational experience and engagement for immigrant and refugee students and families through an aligned professional learning plan for school and district leaders and teachers to maximize the effectiveness of English language development support. Additionally the Manager will work collaboratively with families, community partners and other stakeholders to increase student achievement, ensure equity and access, increase rigor, and close the achievement gap for all immigrant and refugee students.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>District Language Interpreter</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$33,862 min. – \$45,864 max.</p> <p><i>Funding Source:</i> 11-0847-2194-501210-4 10-000000-328-05-070-0847</p>	<p>CA-14 \$16.28/hr. to \$22.05/hr. 12 Months</p>	<p>To facilitate, provide, and support language assistance services for Limited English Proficient persons in the district</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Immigrant Student Specialist</b> ESC/Language and Cultural Services</p> <p><i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.</p> <p><i>Funding Source:</i> 11-5710-2199-501210-0 00-000000-609-05-070-5710</p>	<p>BG-5 12 Months</p>	<p>Provide leadership and support for students, families, schools and staff on immigrant related information and services as well as in the operations, development, implementation, and evaluation of immigrant-related programs, services and needs across district teams including: project management, student programming, talent management, event planning, operations, and communications.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Tulsa Teacher Corps Instructional Mentor</b> Wilson / Educator Effectiveness and Professional Learning (5 positions)</p> <p><i>Annual Budget Impact:</i> \$243,500 min. – \$365,500 max.</p> <p><i>Funding Source:</i> 11-5118-2213-501 110-494-000000-2 11-05-044-5118</p>	<p>EG-3 12 Months</p>	<p>Instructional Mentors provide instructional support for teachers in Tulsa Public Schools to improve teacher performance and increase student achievement. Mentors set development goals for teachers and regularly support them to meet those goals through coaching conversations, in-class coaching, growth-oriented feedback, and cohort-based professional learning opportunities. Areas of development can include curriculum internalization, class culture, and climate, implementing the Tulsa Way for Teaching and learning, including high-leverage instructional strategies, classroom management, analysis of student work, differentiated instruction, and supportive instruction for bilingual learners and exceptional students. Mentors build relationships, coach, inspire, motivate, and develop groups of novice teachers to reach ambitious goals with students, and support our district's efforts to retain our newest teachers. Tulsa Teacher Corps Instructional Mentors also assume a leadership role in the design and facilitation of professional learning during Tulsa Teacher Corps summer pre-service teaching, ongoing Tulsa Way Saturday sessions, and online professional learning opportunities.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>School Leader and Certification Coordinator</b> ESC/Talent Management</p> <p><i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210-0 00-000000-337-04-041</p>	<p>BG-5 12 Months</p>	<p>The School Leader and Certification Coordinator works as a part of the team which provides service to Instructional Leadership Directors in hiring School Leaders. Additionally, The School Leader and Certification Coordinator will also support certified employees with their certification needs.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Talent Management Strategist</b> ESC/Talent Management (3 positions)</p> <p><i>Annual Budget Impact:</i> \$211,500 min. – \$317,100 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210-0 00-000000-337-04-041-</p>	<p>BG-10 12 Months</p>	<p>The Talent Management Strategist works as a part of the team assigned to groups of schools to provide high quality human resources and talent management services to principals and school-based staff. The Talent Management Strategist is the customer service point of contact for principals for talent management including screening, selection, and on-boarding. Additionally, Talent Management Strategists support Instructional Leadership Directors when issues of transfers, forced placements, separations, and performance management arise. Other key aspects of the role include data collection and reporting, and other HR functions and effectiveness measures for all school-based staff.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Equity Content Manager</b> Wilson / Educator Effectiveness and Professional Learning</p> <p><i>Annual Budget Impact:</i> \$56,500 min. – \$84,700 max.</p> <p><i>Funding Source:</i> 11-5118-2213-501110-4 94-000000-110-05-041-5118</p>	<p>EG-5 12 Months</p>	<p>The Equity Content Manager is responsible for creation and curation of high-quality resources and tools to support educators in developing diversity, equity and inclusion skills and mindsets in support of student learning and organizational development. The Equity Content Manager, along with their department director, provides leadership and development for team members, including teachers, school leaders and district personnel, so they are able to successfully leverage the tools and resources to provide direct support to their students and teams. This person works collaboratively with the department program managers and other district departments to ensure access to high-quality equity-centered programming and transfer of skills and mindsets to the classroom.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>District Office Manager</b> ESC/Talent Management</p> <p><i>\$63,000 min. – \$94,400 max.</i></p> <p><i>Funding Source:</i> 11-0000-2572-501210-0 00-000000-109-04-041-</p>	<p>BG-9 12 Months</p>	<p>The District Office Talent Manager leads the District in creating the strategic vision and operation of recruiting, onboarding and Talent Planning and Succession processes for all District Office personnel; Serves as a window of service for District Office employees regarding all their Talent Management needs; Supports in TM Special Projects.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Custodian</b> ESC/Maintenance and Plant Operations (79 positions)</p> <p><i>Annual Budget Impact:</i> \$1,303,310 min. – \$1,717,396 max.</p> <p><i>Funding Source:</i> 11-0000-2620-501210-000-000000-95 4-01-xxx-</p>	<p>MT-3 \$9.82/hr. to \$12.94/hr. 210 days</p>	<p>Responsible for cleaning and maintaining the entire facility using the proper chemicals, equipment and techniques. He/she may be required to fill in for the Building and Grounds Site Supervisor (BGSS) in his/her absence. He/she will report any unsafe conditions and/or maintenance needs to the BGSS and supervisors.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Lead Grounds</b> ESC/Maintenance and Plant Operations</p> <p><i>Annual Budget Impact:</i> \$26,769 min. – \$35,942 max.</p> <p><i>Funding Source:</i> 21-0000-2630-501210-000-000000-905- 01-002-</p>	<p>MT-9 \$12.87/hr. to \$17.28/hr. 12 Months</p>	<p>Supervise a crew of one to five employees. Perform task and maintain the grounds and athletic fields at multiple locations.</p>



**Create:**

Position	Salary/Grade	Duties
<p><b>Customer Care Receptionist / Data Clerk</b> ESC/Enrollment and Student Information</p> <p><i>Annual Budget Impact:</i> \$24,481 min. – \$32,656 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-</p>	<p>CA-7 \$11.77/hr. to \$15.70/hr. 12 Months</p>	<p>Provides Spanish translation and interpretation assistance with internal and external customers. Answers and directs incoming phone calls to all departments in the Enrollment Center. Communicates on a positive basis with patrons, school personnel and students. Sign for all deliveries to the building and ensures distribution to the correct department. Serves as a liaison with the building custodian. Greets and directs customers, provides enrollment information to patrons, oversees and answers the Spanish phone call system and emails. Maintains visitor's logs and processes survey questions. Collects various data and updates departmental OKR metrics. Maintains the building security and emergency plan, assists with student records, state reporting and other clerical duties as needed.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Enrollment and Student Information Analyst</b> ESC/Enrollment and Student Information</p> <p><i>Annual Budget Impact:</i> \$50,000 min. – \$75,000 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-305-03-058</p>	<p>BG-7 12 Months</p>	<p>The Student Information Strategist will help develop and support the data strategy for the enrollment center and its stakeholders, oversee the improved enrollment matching systems, create reporting tools for the various information systems used by the enrollment center that will help increase awareness of enrollment trends, provide statistical analysis to support the district-wide school planning process and input to facilities master plan, create sustainable reporting systems that will support the federal and state reporting mandates and help foster a culture of strategic data use throughout the department.</p>

**Create:**

Position	Salary/Grade	Duties
<b>Enrollment and Student Information Lead Associate</b> ESC/Enrollment and Student Information  <i>Annual Budget Impact:</i> \$32,240 min. – \$43,680 max.  <i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-	CA-13 \$15.50/hr. to \$21.00/hr. 12 Months	Student Information Lead Associate will be responsible for leading the technical administration of the district student information system and electronic application and enrollment system. In addition, the lead associate will assist and train school administrators, faculty, and staff with using these tools and serve as the lead of the data quality and improvement strategy.

**Create:**

Position	Salary/Grade	Duties
<b>Enrollment and Student Information Associate</b> ESC/Enrollment and Student Information  <i>Annual Budget Impact:</i> \$26,769 min. – \$35,942 max.  <i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-	CA-9 \$12.87/hr. to \$17.28/hr. 12 Months	Student Information Associate will be responsible for supporting the technical administration of PowerSchool and Smartchoice following the guidance and supporting the Lead Associate. In addition, the associate will assist and train school administrators, faculty, and staff with using these tools and serve as support staff for the development of the data quality and improvement strategy.

**Create:**

Position	Salary/Grade	Duties
<p><b>Customer Care Lead Associate</b> ESC/Enrollment and Student Information (3 positions)</p> <p><i>Annual Budget Impact:</i> \$96,720 min. – \$131,040 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-</p>	<p>CA-13 \$15.50/hr. to \$21.00/hr. 12 Months</p>	<p>Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Assist the Enrollment and Student Information Partners with leading the daily operations of the Enrollment Center, assists with the development of training manuals, and provides training for enrollment and site staff. Assists with the development and maintenance of various software platforms used by the Enrollment staff. Leads efforts in district, state and federal reporting. Delegates as needed. Non-routine tasks will include opportunities for professional growth by assisting with other projects as needed and working on cross-functional teams.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Records Associate</b> ESC/Enrollment and Student Information (3 positions)</p> <p><i>Annual Budget Impact:</i> \$80,307 min. – \$107,826 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-</p>	<p>CA-9 \$12.87/hr. to \$17.28/hr. 12 Months</p>	<p>Provide quality customer service to all clients. Assist with Enrollment and Student Information office processes to include student records, enrollment, applications, attendance records, graduation and transcript records. Ensures accuracy. Communicates on a positive basis with outside agencies, patrons, school personnel and students.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Bilingual Customer Care Associate</b> ESC/Enrollment and Student Information (6 positions)</p> <p><i>Annual Budget Impact:</i> \$168,355 min. – \$226,387 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210-0 00-000000-614-03-058-</p>	<p>CA-10 \$13.49/hr. to \$18.14/hr. 12 Months</p>	<p>Provide quality customer service to all clients in their native language, Spanish. Counsel with families in their native language about all school choices and other school-related issues. Assist families with the application and enrollment processes at satellite locations, the Enrollment Center or via telephone. Survey Spanish speaking families about the quality of services received and facilitate focus groups to gain data about what services our families need. Assist with Spanish translations for any enrollment or application communication. Provide community resource information to families as needed. Assist with Enrollment and Student Information office processes to include student records, enrollment, applications, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Communicates on a positive basis with patrons and school personnel and students.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Director of Integrated Wellness</b> ESC/Student and Family Support Services</p> <p><i>Annual Budget Impact:</i> \$79,100 min. – \$118,700 max.</p> <p><i>Funding Source:</i> 11-0000-2199-501110-0 00-000000-109-16-020-</p>	<p>BG-11 12 Months</p>	<p>Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the safety, social, emotional, behavioral, physical, and mental health needs of all students. The Director of Integrated Wellness is responsible for strategic leadership and direction of a comprehensive, holistic, and integrated wellness program that addresses the mental, behavioral, and physical health needs of all TPS students. Integrated wellness services include counseling services, mental and behavioral health interventions, health services, and social supports.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Manager of School Nursing</b> ESC/ Student and Family Support Services</p> <p><i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.</p> <p><i>Funding Source:</i> 11-0000-2199-501110-0 00-000000-109-16-059-</p>	<p>BG-8 12 Months</p>	<p>Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the safety, social, emotional, behavioral, physical, and mental health needs of all students. The Manager of School Nursing will directly oversee the implementation of school-based nursing services and supports. The manager will collaborate with the Director of Integrated Wellness and school principals to meet the health and wellness needs of TPS students.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Manager of Mental Health Services</b> ESC/ Student and Family Support Services</p> <p><i>Annual Budget Impact:</i> \$56,000 min. – \$84,000 max.</p> <p><i>Funding Source:</i> 11-0000-2199-501110-0 00-000000-109-16-020-</p>	<p>BG-8 12 Months</p>	<p>The Manager of Mental Health acts as liaison, consultant, organizer, and key team member with the schools, district, and the community to integrate services, procedures, and protocols to support children and youth with mental health needs and their families. This position is responsible for coordinating mental and behavioral health services and prevention efforts at a district level as well as overseeing comprehensive supports for children and youth with mental and behavioral health challenges, chronic stress, and trauma.</p>

Position	Salary/Grade	Duties
<p><b>Senior Manager of Social Services</b> ESC/ Student and Family Support Services</p> <p><i>\$63,000 min. – \$94,400 max.</i></p> <p><i>Funding Source:</i> 11-0000-2113-501210-0 00-000000-109-16-020-</p>	<p>BG-9 12 Months</p>	<p>In collaboration with the managers for mental health services, multi-tiered support, and school nursing, this position is part of the management team whose main responsibility is to implement a sustainable system of tiered supports to address student behavioral and mental health needs. The Senior Manager of Social Services specifically focuses on the management and systematic implementation of a sustainable system of tier 2 and 3 supports designed to address the emotional, behavioral, and mental health needs of students. In addition, this position oversees the implementation of programming for expecting and parenting students as well as all programming aimed at the prevention of teen pregnancy. This position directly reports to the Director of Integrated Wellness.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Social Services Network Manager</b>            ESC/ Student and Family Support Services            (6 positions)</p> <p><i>Annual Budget Impact:</i>            \$336,000 min. –            \$504,000 max.</p> <p><i>Funding Source:</i>            11-0000-2113-501210-0            00-000000-352-16-020-</p>	<p>BG-8            12 Months</p>	<p>The Social Services Network Manager is part of a district-level multidisciplinary team whose main responsibility is to implement a sustainable system of tiered supports to address student emotional, behavioral, and mental health needs. The Social Services Network Manager will be assigned to develop, manage, support, and deliver Tier 2 services to a specific network of schools in collaboration with a designated district-level team. This position requires monitoring of student performance data and emotional, behavioral, and mental health data across the network and in individual schools to meet the emotional, behavioral, and mental health needs of students to eliminate barriers to learning and to enhance academic success. The Social Services Network Manager identifies the needs of students who are at risk for developing mental and behavioral health challenges in schools in their assigned network and coordinates resources or delivers school-based Tier 2 services to meet these needs. This licensed professional will work directly with the Manager of Mental Health Services to oversee the coordination of community-based mental health agencies that provide services within their assigned schools to ensure these services meet student need. The Social Services Network Manager will also provide professional development and support to build school personnel knowledge and skill in the unique needs of students who are at risk of or are experiencing social, emotional, and mental health challenges. This position reports directly to the Senior Manager of Social Services. In addition, this position indirectly reports to the instructional leadership director of the network of schools to which the position is assigned.</p>

**Create:**

**Create:**

Position	Salary/Grade	Duties
<p><b>Communications Associate</b> ESC/Communications</p> <p><i>Annual Budget Impact:</i> \$39,600 min. – \$59,400 max.</p> <p><i>Funding Source:</i> 11-0000-2560-501210-0 00-000000-615-14-062-</p>	<p>BG-5 12 Months</p>	<p>Under the guidance of the director of communications, manages ongoing operations of the communications office to ensure that the team is providing strong services and supports to internal and external constituents. Manages internal communications and engagement efforts designed to foster strong feelings of belonging among teachers, school leaders, and staff. Develops and distributes internal-facing messaging to share information and updates, build understanding of district initiatives, and equip team members to serve as Tulsa Public Schools ambassadors in the community.</p>