



Job Title: Executive Director of Capital Projects
Department: Information and Operations
Reports To: Chief Information and Operations Officer
Compensation: XG-01
Number of Days: 12 Months
Security Access: District
FLSA: Exempt
Oklahoma Teacher's Retirement: Mandatory Participation
Bargaining Unit: N/A
Funding Source: Building Fund
Last Revised Date: March 5, 2026

Mission: Our students lead through literacy, are empowered through experience, and contribute to their community.

Vision: Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

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:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character:** We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence:** We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot from one another, and we support one another in achieving our shared, high expectations.
- **Team:** We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

Position Summary: The Executive Director of Capital Projects provides executive-level leadership and oversight for the planning, coordination, and delivery of Tulsa Public Schools' capital improvement projects. This role is responsible for managing the execution of major construction, renovation, and facility improvement projects across the district.

Working in close partnership with Facilities, Finance, and district leadership, this position ensures projects are delivered on time, within budget, and in alignment with district priorities. The Executive Director supports long-range capital planning efforts through project input and

feasibility analysis, while maintaining primary responsibility for project execution, contractor management, and capital project performance.

This role requires strong financial and contractual management skills, the ability to coordinate across multiple stakeholders, and the capacity to represent the district with professionalism and credibility.

Key Functions:

- Capital Project Planning and Execution
- Construction and Contractor Oversight
- Budget and Schedule Management
- Cross-Functional Coordination
- Project Reporting and Performance Monitoring

Minimum Qualifications:

Education:

- Bachelor's degree from an accredited college or university in architecture, engineering, construction management, or a related field required
- Master's degree or advanced certification in a related field preferred

Experience:

- Minimum of seven (7) years of professional experience in construction management, architecture, engineering, or capital projects administration
- Minimum of three (3) years of experience in a supervisory or leadership capacity
- Experience managing construction budgets, contracts, and project timelines
- Experience in a public agency, school district, or similarly complex organization preferred

Licenses and Certifications:

- Valid Oklahoma driver's license required
- Professional licensure (e.g., Architect or Professional Engineer) preferred

Knowledge, Skills, and Abilities:

- Strong knowledge of construction management principles, project delivery methods, and capital project lifecycle
- Knowledge of budgeting, cost estimating, contract administration, and schedule management
- Familiarity with public procurement processes and regulatory requirements
- Working knowledge of building codes, life-safety standards, and construction compliance requirements
- Ability to manage multiple complex projects simultaneously while maintaining quality and timelines
- Strong analytical and problem-solving skills with the ability to assess risks and implement solutions
- Strong verbal and written communication skills, including the ability to present to leadership and stakeholders
- Ability to build and maintain effective working relationships across departments and with external partners

- Strong organizational and time management skills

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be provided to enable a qualified individual with a disability to perform essential functions.

- Lead the execution of capital projects including construction, renovation, and facility improvements across the district
- Oversee project timelines, budgets, and deliverables to ensure successful completion
- Monitor project performance and proactively address risks, delays, and cost impacts
- Coordinate with Facilities, Finance, Procurement, and other departments to support project implementation
- Oversee contractor selection, contract administration, and vendor performance
- Review project documentation including plans, specifications, cost estimates, and change orders, and provide recommendations as appropriate
- Ensure compliance with applicable codes, regulations, and district standards
- Coordinate with architects, engineers, contractors, and regulatory agencies to support project execution and approvals
- Support development and refinement of capital planning through project input, prioritization feedback, and operational alignment
- Prepare and present reports on project status, budget performance, and key milestones to district leadership
- Maintain project documentation, records, and reporting systems
- Ensure appropriate financial controls, processes, and procedures are followed to support project integrity and accountability
- Perform other duties as assigned consistent with the scope of the position

Customer Contacts:

- **Internal:** District leadership, school administrators, Facilities, Finance, and Operations staff
- **External:** Contractors, architects, engineers, vendors, and regulatory agencies

Supervisory Responsibility:

- Directly supervises assigned staff and/or project managers as applicable
- Coordinates and oversees the work of contractors, consultants, and external partners

Working and Physical Conditions: The physical demands and work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this position. Exposure to the following conditions may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work performed in both office and field environments, including active construction sites and school facilities
- Frequent travel to district sites and project locations
- Exposure to construction environments including noise, dust, and varying weather conditions
- Ability to walk construction sites and navigate uneven terrain and active work areas
- Occasional evening or weekend work to support project timelines and deadlines

- Ability to communicate effectively in person, by phone, and through electronic communication systems

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodation to qualified applicants and employees with disabilities. If you need accommodation during the application process, please contact the district's ADA Coordinator at ada@tulsaschools.org. You can also direct your request for accommodation in writing via mail to the Tulsa Public Schools Education Service Center, Attn: ADA Coordinator, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.