



Job Title: Legal Support Analyst and Contract Manager
Department: General Counsel
Reports To: General Counsel
Grade: BG- 8
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: March 18, 2024
Overtime Status: Exempt
Oklahoma Teacher's Retirement: Mandatory Participation
Bargaining Unit: NA
Funding Source: District Paid

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The Legal Support Analyst and Contract Manager provides support to general counsel team and other district staff by managing the review of negotiated contracts and collecting and analyzing records for litigation and claims resolution.

Minimum Qualifications:

Education:

- Bachelor of Science degree in Paralegal Studies, Business Administration, or related field

Experience:

- Seven (7) years successful experience in the legal field, or similar areas of work requiring analysis and organization of contracts or other complex documents

Specialized Knowledge, Licenses, Etc.:

- Proficient in Microsoft Office Suite and Google Office Suite
- Bilingual in Spanish preferred

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

- Designs and oversees the general counsel office's contract management system
- Reviews, analyzes, and provides recommendations to district attorneys regarding language in negotiated contracts
- Directs the general counsel's executive assistant as they assist with the processing of negotiated contracts
- Communicates and presents information to stakeholders about all negotiated contract-related matters
- Uses legal resources, policy, and other resources to investigate assigned subjects
- Assists district and outside counsel with discovery and other record-related needs during litigation and similar proceedings and contexts
- Prepares fact analyses and assembles complicated packages of documents
- Drafts memoranda, reports, and communications relating to claims received by the general counsel office
- Uses legal and policy resources to respond to general inquiries by district staff
- Locates legal opinions and court decisions as requested
- Performs analysis-centered support duties for attorneys and investigators on general counsel team
- As directed by the general counsel, initiates and responds to communications regarding legal and policy matters
- Performs other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and skills are important for the successful performance of assigned duties.

- Expert critical thinking skills and attention to detail
- Strong written and oral communication skills
- Ability to strategically and proactively problem solve
- Expert organization and time management skills
- Quick and confident learner
- Personal accountability and teamwork skills
- Ability to maintain a high degree of professionalism when dealing with district employees, patrons and the general public
- Ability to maintain appropriate confidentiality
- Knowledgeable in the use of electronic filing, word processing, and document management applications
- Ability to switch between independent and collaborative work with ease
- Inspire, manage, and collaborate with a wide variety of internal and external stakeholders at all levels
- Ability to manage both up and down and create buy-in from people with diverse perspectives and backgrounds for new ideas and approaches

Customer Contacts:

- **Internal:** TPS district employees
- **External:** Outside counsel, local and state agencies

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

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 accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.