



T U L S A

PUBLIC SCHOOLS

Job Title: Director of Advanced Learning

Department: Teaching and Learning
Reports To: Chief Academic Officer
Grade: EG-08
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: July 1, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

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

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

Position Summary: Provide leadership and management to the College and Career Readiness staff and teachers

Minimum Qualifications:

- Master's Degree in a CareerTech area
- Five years teaching and/or administration experience in a CareerTech position
- CareerTech teaching certificate

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

- Supervise staff members in the College and Career Readiness Department at the Education Service Center
- Provide leadership and management to fifty-eight College and Career Readiness programs
- Oversee the Teachers as Advisors program in all secondary schools
- Develop challenging Programs of Study in accordance with federal Carl Perkins Legislation
- Develop yearly budgets and organize district-wide College and Career programs
- Collaborate with individual administrators and staff regarding the planning, staffing, organizing, and implementation of quality programs
- Collaborate with business partners and community agencies to develop additional programs, which align with goals and objectives of Tulsa Public Schools
- Design challenging College and Career Readiness programs using the Common Technical Core and National Career Cluster model
- Develop professional development activities for College and Career staff and teachers that align with district goals
- Approve all expenditures and operate all programs within the approved budget
- Comply with federal and state CareerTech agency mandates
- Perform other tasks, duties, or services consistent with this position as assigned

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

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Supervisory Responsibility:

- Supervise the College and Career Readiness staff
- Oversee the management of all College and Career teachers including budgets and grants

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

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