



Job Title: Title I School Staffing Administrator

Department: Federal Programs and Special Projects Office

Reports to: Director of Title I

Compensation: EL-4

Number of Days: 12 Months

Overtime Status: Exempt

Last Revised Date: May 5, 2009

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: Work with title schools to increase teacher experience, reduce staff turnover and ensure that teachers meet the highly qualified criteria as defined under NCLB. This position will also work with principals to develop staff recruitment strategies and assist in filling long term absences with highly qualified substitute teachers.

Minimum Qualifications:**Education:**

- Master's Degree

Specialized Knowledge, Licenses, etc.:

- Certified Administrative

Experience:

- Minimum of five years administrative experience

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.

- Work with Title School principals to develop recruitment strategies to recruit and retain highly qualified teachers at their school
- Assist principals at Title Schools in reducing the time that positions are vacant
- Work with Title School personnel to assess teacher candidates to increase the percent of highly qualified teachers and increase the overall experience level of certified staff
- Assist Title School staff to increase the number of teachers seeking National Board Certification
- Assist Title Schools in filling long term absences with highly qualified, certified substitutes
- Assist in mentoring and identification for first year teachers
- Provide monthly reports on Title School progress in staff hiring, retention, and time taken to fill vacancy
- Provide quarterly reports on Title School progress in ensuring the highly qualified status of certified personnel
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts:

- *Internal:* Title School Principals, teachers and other school-based personnel, central office personnel
- *External:* Prospective school applicants

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their 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.