



Job Title: Ambassador for Teachers

Department: Talent Management
Reports to: Chief Teaching and Learning Officer
Compensation: Teachers' Salary Schedule
Number of Days: 12 Months
Overtime Status: Exempt
Last Revised Date: March 30, 2006

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: Promotes and advises the Tulsa Public School District in areas of Teacher Recruitment, Community Relations and New Teacher Assimilation.

Minimum Qualifications:

Education:

- Bachelor's Degree

Other:

- Must have been designated "Teacher-of-the-Year" for Tulsa Public Schools

- One-year appointment for the fiscal year immediately following the year in which the incumbent is named “Teacher-of-the-Year”
- Will observe the same holidays as 12-month employees and vacation will accrue based on the schedule in the Certificated Personnel Handbook for Twelve-Month Certificated Employees

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.

Teacher Recruitment:

- Represents TPS at colleges and universities where we recruit
- Work with campus clubs and other organizations to increase awareness of teaching within TPS
- Assist in the development and implementation of Future Teachers of America clubs in TPS high schools
- Work with state universities to increase intern teacher representation in TPS schools
- Assist in the recruitment and selection of new teachers

Community Relations:

- Represent the District at state, community and other events as assigned
- Assist in community public relations activities designed to improve the perception of the District
- Provide input to the District on teacher/patron/student perceptions of the District

New Teacher Assimilation:

- Work with new teachers to assist in their assimilation to TPS
- Review the Human Resource processes to improve service to the applicant and to new employees entering the organization

Customer Contacts:

- *Internal:* Teachers and administrators
- *External:* Community patrons, university outplacement offices, and seniors graduating with teaching certificates

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.