



**Job Title:** Chief Leadership Instructor

**Department:** Alternative Education

**Reports to:** Principal

**Number of Days:** 200

**Compensation:** BL 3

**Overtime Status:** Exempt

**Last Revised Date:** January 30, 2009

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**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:** Plans, organizes and coordinates the required activities of Academy students for a performance-based alternative education program at the Tulsa Academic Center.

**Minimum Qualifications:**

**Education:**

- High School diploma or GED
- Minimum of two years college with the ability to obtain a Bachelor's degree within three years; Bachelors degree preferred.

**Experience:**

- Military experience
- Experience with youth program management/supervision required

**Specific Training/Skills:**

- Must be able to facilitate and coordinate training activities of subordinate instructors
- Must have or be able to obtain CPR and First Aid certification

**Physical Requirements (If Applicable):**

- Must be able to lead/direct students in drill and strenuous physical exercise
- Must be capable of bending, stooping, lifting and carrying a maximum of 50 lbs.

**Other:**

- Must demonstrate excellent organizational, time management, written and verbal communication skills

**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.

- Trains, supervises, and evaluates platoon leadership instructors
- Organization and management of subordinate work schedules including compensatory and annual leave
- Supervise completion of the daily training schedules; provide guidance and counseling to subordinate staff to assure proper supervision of students; manage students discipline system
- Make recommendations to the principal and assistant principal concerning program needs and procedure revisions
- Conduct periodic meetings to solicit input from staff and disseminate information concerning program policies and changes
- 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:* Principal, Teaching staff, students
- *External:* Parents, Community agency staff

**Supervisory Responsibilities:**

- Supervises three to six Leadership Instructors
- Responsible for personnel management in the department

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

- Work with tight deadlines in an effort to be responsive to schools
- Standard office conditions; being able to sit for long periods of time without break, frequent use of email, etc.
- Occasional travel to school and district locations for on-site support, collaboration and progress monitoring, possibly outside of regular work hours
- The normal effort of occasional periods of light 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.*