



Job Title: College and Career Readiness Coordinator

Department: Teaching and Learning

Reports to: Director of Post-Secondary Readiness

Grade: EG-5

Number of Days: 12-month employee

Overtime Status: Exempt

Last Revised Date: April 18, 2019

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 College and Career Readiness Coordinator ensures that all Tulsa Public Schools students have access to a robust set of experiences that prepare them for the greatest success in college, careers, and life. This person works with other members of the post-secondary readiness team and the secondary learning team to implement strategic initiatives that expose our students to real-world opportunities to practice their college and career readiness skills. The College and Career Readiness Coordinator works strategically with community and workforce partners to design, develop and implement opportunities for real-world engagement with colleges, careers, and community development. This person works

collaboratively with other district departments to ensure equitable access to opportunities and targets underrepresented populations for engagement.

Minimum Qualifications:

- Bachelor's degree in education or a related field required; Master's degree preferred
- Oklahoma Teacher Certification highly preferred
- Oklahoma Principal Certification preferred
- Five years effective K-12 classroom teaching highly preferred

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

- Embodies and supports the department in living the Tulsa Public Schools core values
- Serves as a resource for community and workforce opportunities for the secondary networks and their schools
- Works collaboratively with the instructional leadership director and other partners to support college and career exposure and engagement opportunities in each secondary school. Ensures vertical articulation from grade 6 to grade 1
- Implements strategic action plans to introduce new programs and opportunities, increase participation, and improve program alignment with district initiatives
- Works collaboratively with other departments and individual schools to address disproportionality in access, participation, and completion
- Provides oversight, mentoring, and professional development opportunities for community partners as well as secondary teachers and counselors
- Communicates regularly with site administrators to share opportunities, determine needs, and design opportunities matched to the needs of students
- Plans and presents professional learning opportunities
- Develop collaborative relationships with community partners, local colleges, industry and local businesses
- Monitors compliance with all local, state and federal requirements of grant funding
- Prepares and reviews presentations, summaries, required reports, data and other documents as needed for planning and district, state and community reporting purposes
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Knowledge, Experience & Other Qualifications:

- Five (5) or more years of teaching experience highly preferred
- Valid certification at the appropriate level highly preferred
- Knowledge and understanding of the skills, dispositions and knowledge required for college and career success
- Extensive knowledge of community partnership, industry and career pathways, and national best practices for college and career-ready development opportunities
- Familiarity with Tulsa Beyond and Empowered Schools Zone Act preferred
- Experience with effective practices to support multilingual learners and students with disabilities (highly preferred)
- Skill in implementing culturally responsive education practices preferred
- Strong written communication skills and ability to design and publish user-friendly resources and tools in the content area

- Ability to build relationships with external partners and new organizations
- Ability to design new real-world opportunities for students to engage with the world beyond high school
- Ability to design and facilitate professional learning experiences aligned to the Tulsa Public Schools Vision for Professional Learning
- Familiarity with Microsoft Office products including Word, Excel, PowerPoint and Outlook
- Effective time management and organizational skills
- Strong attention to detail
- Effectively handle multiple demands and competing deadlines
- The ability to take responsibility for one's own performance
- Ability to work collaboratively with others on a team
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Works effectively and cooperatively with others in a team environment
- Maintain personal engagement in professional development that enables growth and improvement for this position

Supervisory Responsibility: 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.

- Work with tight deadlines in an effort to be responsive to schools
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Regular travel to school, district and other locations for on-site support, collaboration and progress monitoring
- 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.