



Job Title: Director of College and Career Readiness

Department: College and Career Readiness

Reports To: Chief Academic Officer

Grade: EG-08

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Exempt

Last Revised Date: August 20, 2014

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:

Education:

- Master's Degree in a CareerTech area

Specialized Knowledge, Licenses, etc.:

- CareerTech teaching certificate

Experience:

- Five years teaching and/or administration experience in a CareerTech position

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.

- 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
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts (optional):

- *Internal:* Staff, teachers, counselors, administrators, district employees in transportation, maintenance, curriculum, professional development, HC, IT, purchasing, fixed assets, assessments, grants, and Federal Programs
- *External:* State Department of CareerTech, State Department of Education, vendors, Chamber of Commerce, Workforce Tulsa, business partners, Tulsa Tech, colleges and universities

Supervisory Responsibilities:

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

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

- Standard office environment

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.