



Job Title: Director of Post-Secondary Readiness

Department: Teaching and Learning Office
Reports To: Executive Director of Teaching and Learning
Grade: EG-9
Number of Days: 12 months
Overtime Status: Exempt
Last Revised Date: April 19, 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 Director of Post-Secondary Readiness is a visionary leader with a proven track record of leading teams to execute ambitious goals for college and career readiness; implements and achieves strategic plans, translates district vision into operational goals, and sets the highest standards of excellence. The Director of Post-Secondary Readiness designs and executes strategies and programs that improve the outcomes related to the district goal that every student will graduate college, career, and life ready. This person will also lead a team that will provide targeted expertise and guidance to school networks in the areas of academic counseling, post-secondary access, college and career readiness, and career

pathways. Outcomes are achieved through the development of collaborative and mutually beneficial relationships and programs with internal, community, educational, governmental, and business partners.

Minimum Qualifications:

- Master's degree required; education degree preferred
- Current Oklahoma teacher and principal certification highly preferred
- Five (5) years' experience in effective K-12 classroom teaching
- Two (2) years' building or district leadership 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.

- Embody and support the department in living Tulsa Public Schools' core values
- Develops and implements a comprehensive academic counseling and college readiness program that utilizes peer-reviewed and research-based strategies and activities to increase PK-12 college awareness and preparation for postsecondary success
- Develops and leads a team that provides direct support and leadership to schools to develop site-specific programs, internships, and student events that support a college and career-readiness culture and improved outcomes
- Establishes strong partnerships with local colleges and universities to increase opportunities for early college models in the district and to increase dual enrollment opportunities
- Establishes the strategic vision for course trajectories and expanded learning opportunities in alignment with the profile of a Tulsa Public Schools' graduate
- Designs and coordinates experiences for middle and high school students that lead to a deeper understanding of the high school choice process, college fit, financial literacy, and career planning
- Focuses on and develops programs that increase opportunities for students to enter post-secondary opportunities, including college, career, and the military
- Directs, develops, and reviews system-wide proposals for college and career-readiness programs; creates and shares the vision and goals with district and school leadership, teachers, and partners
- Provides strategic leadership to the Pathways team to ensure implementation of an ambitious and aligned approach to career and technical education opportunities
- Designs and implements system-wide financial aid seminars, college fairs, college application seminars, and career fairs
- Explores and develops grant proposals to support college readiness and college access programs
- Functions as an information resource on college locations and college foci, viable careers, scholarship opportunities, online preparation courses for college entrance exams, and college application procedures and timelines
- Provides strategic direction and program vision for the expansion of academic counseling programs to support the district's goals for college and career readiness
- Aligns post-secondary readiness programming for the district to the Tulsa Way for Teaching and Learning to ensure progress on district priorities intended to improve

teaching and learning such as rigorous standards-based instruction, culturally responsive schools and classrooms, data-driven instruction, and personalized learning

- Effectively uses web-based reporting tools to monitor key college access data points including the number of students applying to two and four-year colleges; FAFSA completion; and college acceptances, persistence, and completion
- Supports and assists in the development and implementation of systems that ensure the accuracy of transcripts and student records
- Ensures the implementation of state guidelines and goals as well as national standards for school counseling
- Keeps abreast on relevant federal and state policy, including draft legislation, in order to effectively advocate on behalf of Tulsa Public Schools
- Serves as a liaison between the district, the state, and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Extensive knowledge and understanding of the skills, dispositions, and knowledge required for college and career success
- Successful experience leading teams to drive increased student achievement at the secondary level
- Ability to design and launch programs to directly support increased student access to college and career-ready learning experiences
- Ability to build strong relationships with college, university, and workforce partners to design and implement aligned opportunities for student access and engagement
- Knowledge of and successful experience designing and facilitating professional development and adult learning theories and best practices
- Knowledge of and ability to implement successful practices in academic counseling
- Experience with culturally responsive teaching techniques highly preferred
- Ability to track and analyze performance data to uncover trends and act strategically and effectively to improve results
- Commitment to constant learning and improvement, in their own work and the work of others
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Evidence of problem-solving and scheduling skills needed to successfully achieve goals
- Strong written and oral communication skills and the ability to craft compelling messages aligned to our vision, mission, and goals
- Ability to lead teams to successfully execute upon strategic priorities and deliver services to the schools' teams in a responsive manner

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.

- Work on 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.
- Must be mobile in order to attend events and meetings outside of regular work hours
- 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.