



Job Title: Faculty Advisor, Teach for America

Department: Teaching & Learning

Reports To: Summer School Administrator, Various Sites

Compensation: \$25 per hour

Overtime Status: Hourly

Last Revised Date: January 28, 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: Tulsa Public Schools will offer a rigorous, academic summer program for our students, building academic and social-emotional skills that will prepare them for a strong start in the next grade level. Serving students attending summer school for both promotional and enrichment reasons, the summer program provides individualized attention for students. These summer experiences aspire to accomplish the following, enabling students to believe in what is possible for themselves, their schools, their communities, and their future:

- Expose students to academically rigorous opportunities that will explicitly provide access to future pathways, including higher education
- Empower students to become leaders of their own development, as well as their

schools and communities

- Maximize opportunities inside and outside of classrooms
- Validate and value students and families as individuals and people

In many of these summer classrooms, we will provide Tulsa Teacher Corps and Teach for America corps members with the skills and knowledge they need to assume teaching responsibilities in the fall.

Tulsa Public Schools is seeking exceptional TPS educators to serve as mentor teachers to new corps members while also fulfilling the teacher of record role in the summer school classroom. These Faculty Advisors will mentor three to four corps member teachers, thereby supporting high-quality instruction for our students and mentoring the newest members of the teaching profession.

Overview and Requirements:

Tulsa Public Schools teachers will serve as Faculty Advisors for Tulsa Teacher Corps or Teach For America (TFA) corps members teachers throughout Summer School. The dates for Summer School are June 24-July 18, 2019, with required training taking place before (see *Commitment* for each program). Generally, each Faculty Advisor will be responsible for the supervision of one to two classrooms and mentoring/coaching up to four corps members. The faculty advisor will act as a skilled and educated observer who can provide constructive coaching to the corps members. In providing direct technical coaching, specific responsibilities include: observing corps members' teaching, demonstration teaching, co-teaching, rehearsing lessons with corps members, providing critical feedback in individual meetings, modeling effective teaching strategies, reviewing lesson plans and assessment tools, directing corps members to additional resources, and providing weekly written feedback. Additionally, Faculty Advisors will be expected to assist in administering diagnostic tests, providing logistical support, and fulfilling supervision duties as assigned by the site administrator. There may be times where Faculty Advisors are asked to lead teach (model), depending on the coaching model implemented at the school site. For the most part, Corps Members will assume the role of the lead teacher, planning lessons and teaching students on a daily basis from June 24 – July 18, 2019.

Selection:

A committee will review applications and produce a list of selected candidates, including a limited number of alternates that will comprise the substitute Faculty Advisor pool. The committee may elect to call specific applicants to interview, but this is not a required part of the selection process. Tulsa Public Schools will carefully select teachers from among its staff to serve as Faculty Advisors through a multi-step selection process using the following criteria:

- Minimum of 3 years of successful teaching experience
- Average cumulative weighted average score of 3 or higher on the Tulsa Model Evaluation Rubric
- Satisfactory average student growth for the previous three school years (where available)
- MUST have highly qualified status in at least one of the following content areas: Elementary Education, Early Childhood, Intermediate Math, Advanced Math, Geometry, English, Language Arts, Biology, U.S. History

In addition, to be considered for a Faculty Advisor role, applicants* must attach the following items with the completed online application by March 29, 2019.

- **Statement of interest** in either the *Tulsa Teacher Corps* or *Teach For America* Summer School Program, including responses to the following questions:
 - Why do your experience and skills make you a strong candidate to mentor new teachers who are preparing for their first years in high need classrooms?
 - What do you believe to be the biggest challenges incoming corps members will face in their first year and how you will help them to overcome these challenges during summer training?
- **Resume** listing achievements and leadership in the teaching profession
- **Letter of recommendation** from current principal
- **Copy of a current teaching certificate**

**Applicants that were selected as Faculty Advisors in summers 2015, 2016, or 2017 are not required to submit a resume and letter of recommendation, only a statement of interest, current teaching certificate, and completed application.*

Supervisory Responsibility:

- None

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.
- 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.