



**Job Title:** Faculty Advisor – Tulsa Teacher Corps

**Department:** Teaching & Learning

**Reports To:** Summer School Administrator, Various Sites

**Grade:** \$30 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 (TTC) 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 the *Tulsa Teacher Corps* 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 2016, 2017, or 2018 are not required to submit a resume and letter of recommendation, only a statement of interest, current teaching certificate, and completed application.*

### **Additional TTC Faculty Advisor/Summer Coach Information:**

#### **Seeking Passionate Instructional Leaders!**

Tulsa Public Schools seeks summer classroom coaches for Tulsa Teacher Corps. Tulsa Teacher Corps is a district-led alternative route to a career in teaching for talented professionals committed to improving the odds for kids in Tulsa, Oklahoma. Tulsa Teacher Corps prepares corps members to achieve immediate, measurable success with their students in the fall. Our training approach, called Fast Start, focuses on foundational skills that we believe corps members must have to ensure a strong start to the school year as a new teacher. During their pre-service training (PST), corps members rehearse the foundational skills, receive coaching, and practice them with students. Corps members must demonstrate proficiency in these skills in order to successfully complete pre-service training and become a teacher of record in the fall.

#### *What You'll Do:*

Classroom coaches are experienced and successful teachers or instructional mentors who develop corps members towards mastery of a small number of foundational skills that we believe corps members must have to ensure a strong start to the school year as a new teacher.

#### *Specific responsibilities include:*

- Participate in all required introductory and ongoing training, team meetings, and one-on-

- one check-ins
- Model effective teaching during summer school, including planning any lesson you will deliver
- Gradually release teaching responsibilities to corps members
- Influence, coach, and motivate a group of 3-5 corps members to reach ambitious goals with students and mastery of the four foundational skills by:
  - Providing specific, actionable, on-the-spot feedback to individual corps members on their teaching performance in a summer school classroom
  - Planning and executing daily coaching experiences, including in-classroom interventions, that are based on performance data and offer opportunities for practice and immediate feedback
  - Co-facilitating skill building sessions, which support corps members' acquisition of *Teach Like a Champion* techniques aligned with the foundational skills of PST
  - Facilitate debrief of classroom teaching
- Using data to identify trends in teacher performance and identify the highest priority development areas on an individual and group level
- Promote analytical self-reflection in corps members in order to accelerate growth and student achievement
- Meet with other PST team members to plan meaningful training activities and norm on corps member performance standards
- Fulfill additional duties as assigned, including leading a small group of students, recording student attendance, and assisting with student arrival and dismissal
- Evaluate each teacher using the Tulsa Way Rubric and other skills/techniques
- Write a comprehensive observation report aligned to the TNTP standards for ratings, and submit reports electronically to the program
- Demonstrate the ability to accurately evaluate teacher performance based on the Tulsa Way Rubric
- Reflect on your performance as a coach, seeking feedback and opportunities to grow and improve

#### What You Bring:

We are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission and are highly motivated to change children's lives through education. You'll be right at home here if you learn from failure and overcome adversity, cultivate strong relationships, and push yourself, your work and the people around you to the next level.

We expect our classroom coaches to demonstrate a record of academic success working with students in high need schools, high expectations for students and teachers, and strong organizational and communication skills.

#### Qualifications:

- Classroom coach must be a licensed teacher with a Highly Qualified status in at least one of the following content areas: Elementary Education or Early Childhood (required)
- Minimum two years of successful teaching experience in high-need subject areas

(required)

- Strong familiarity and experience with the Eureka and/or CKLA curriculum (highly preferred)
- Familiarity with Tulsa and the history of education in Tulsa (highly preferred)
- Familiarity with Tulsa Public Schools Learning Expectations
- Experience with *Teach Like a Champion* techniques (highly preferred)
- Experience with *No-Nonsense Nurturing* techniques (highly preferred)
- Experience with culturally responsive teaching (highly preferred)
- Demonstrated ability to motivate and inspire students and adults
- Experience and comfort observing and providing direct feedback to teachers, both written and verbal, that leads to immediate teacher improvement
- Demonstrated ability to connect with adult learners quickly and to build strong working and mentoring relationships
- Exceptional skills in time management, including the ability to balance multiple priorities in a fast-paced environment.
- Readiness to work non-standard hours over the course of the pre-service training (50+ hours per week)
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Evidence of working successfully in teams or cooperative settings
- Strong analytical skills, including the ability to utilize quantitative and qualitative analysis to support decision-making
- Ability to reflect on your performance as a coach and comfort receiving regular feedback on your performance

*What We Offer:*

Classroom coaches' hourly wage is \$30 per hour. We offer a motivated team of dynamic colleagues, a collegial atmosphere that values professional development and valuable feedback, and the chance to impact the earliest development of the newest members of Team Tulsa. We also offer an inclusive environment where staff are encouraged to bring their whole selves to work each day.

*Time Commitment:*

Classroom coaches can expect up to 40 hours of training over multiple days in the spring. Classroom coaches are focused on preparation work in advance of pre-service training and a full-time commitment of 40 – 50+ hours/week for the six weeks of pre-service training.

**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.

- 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.*