



Job Title: Induction Coach / Mentor Teacher

Department: Professional Development
Reports to: Director of Professional Development
Compensation: Teacher Salary Schedule
Number of Days: Teacher Contract
Overtime Status: Exempt
Last Revised Date: March 16, 2011

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 primary responsibility of Induction Coaches is to provide classroom-based instructional mentoring to all first and second year (new or recently returning) teachers in Tulsa Public Schools, Pre-K through 12th grade. In addition to mentoring, coaches will provide professional development for beginning teachers in areas such as classroom management, instructional strategies, and supporting students with special needs.

Individuals selected for the position will attend training and professional development throughout the school year through our Mentor Academies, Mentor Forums, professional

learning teams and peer coaching.

Incumbents with positive performance evaluations will be extended an opportunity for yearly renewal not to exceed 3 years.

Minimum Qualifications:

Education:

- Bachelor's degree required; Master's degree preferred

Specialized Knowledge, Licenses, etc.:

- Oklahoma teaching certification

Experience:

- Minimum of five years recent classroom teaching experience

Specific Training/Skills:

- Demonstrated expertise in designing and implementing standards-based instruction and improving student achievement in the classroom
- Demonstrated commitment to personal and professional growth
- Willingness to engage in formative assessment processes, including non-evaluative, reflective conversations with beginning teachers using evidence of classroom practice and student learning
- Experience related to using technology as an everyday tool for teaching, learning and communicating
- Experience related to adult learning and coaching preferred

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.

- Meet or exceed all performance targets for delivery of service as determined by program leaders.
- Interactions with beginning teachers:
 - Establish and maintain a trustful, confidential and non-evaluative relationship with beginning teachers to help develop their autonomy as professionals
 - Demonstrate skillful use of mentor language
 - Assist beginning teachers in reflecting and analyzing their practice and reviewing student work to inform instruction to enhance student achievement
 - Use knowledge of equity principles to deepen beginning teacher's application of standards
 - Model, as appropriate, innovative teaching methodologies through techniques such as team teaching and demonstration lessons
 - Provide opportunities for beginning teachers to observe exemplary teaching practices
 - Encourage beginning teachers to identify instructional resources and support throughout the entire school community
 - Incorporate technology and analysis of data to advance both beginning teacher learning and classroom practice
 - Promote collegiality and build community among new teachers by providing professional development

- Maintain and submit required coaching documentation
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

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.

- Standard school 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.