



Job Title: Instructional Mentor

Department: Teaching and Learning

Reports to: Director of Teacher Development and Pathways

Grade: EG-3

Number of Days: 12-month employee

Overtime Status: Exempt

Last Revised Date: February 11th, 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, career, 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 deep.

Position Summary: Instructional Mentors provide instructional support for teachers in Tulsa Public Schools to improve teacher performance and increase student achievement. Mentors set development goals for teachers and regularly support them to meet those goals through coaching conversations, in-class coaching, growth-oriented feedback, and cohort-based professional learning opportunities. Areas of development can include curriculum internalization, class culture, and climate, implementing the Tulsa Way for Teaching and learning, including high-leverage instructional strategies, classroom management, analysis of student work, differentiated instruction, and supportive instruction for bilingual learners and exceptional students. Mentors build relationships, coach, inspire, motivate, and develop groups

of novice teachers to reach ambitious goals with students, and support our district's efforts to retain our newest teachers.

Minimum Qualifications:

- Bachelor's degree
- Four or more years teaching experience preferred
- Two years of recent classroom teaching experience preferred
- Proven track record of raising student achievement
- Current Oklahoma teaching certificate highly preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Conduct cycles of coaching, which include planning for effective instruction, cycles of observation and specific, actionable feedback, and analyzing student learning
- Track assigned action steps and teacher mastery of action steps to support teacher development
- Improve the performance of caseload of teachers by using data to identify trends in teacher performance, identifying the highest priority development areas on an individual and group level, helping teachers to set short and long-term goals, and provide coaching and mastery experiences for teachers to achieve their goals
- Model effective teaching methodologies through co-teaching and demonstrating lessons, and facilitating opportunities for novice teachers to observe exemplary practice in and across sites
- Promote teachers' deep understanding of Tulsa Learning Expectations and curriculum and support implementation of curriculum and lesson plan internalization
- Design and facilitate Tulsa Learning Expectations aligned, content specific learning sessions for teacher professional development
- Develop instructional content designed to support schools and teachers in the effective implementation of instructional resources and best practices
- Communicate teacher progress and growth areas to school leaders to collaborate on teacher development
- Report progress of caseload to the manager with rationale at regular intervals
- Promote analytical self-reflection in novice teachers in order to accelerate growth and student achievement
- Establish and reinforce a culture of achievement to ensure that all students achieve at high levels
- Coordinate efforts of Instructional Mentor teams to support cohorts of novice teachers
- 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.

- Knowledge of and expertise in district instructional materials (for example CKLA, Eureka, and Amplify)
- Knowledge of professional development and adult learning theories and best practices
- Knowledge and understanding of curricular frameworks, pedagogy, lesson planning, standards analysis, and quality classroom materials

- Familiarity with Tulsa Public Schools Learning Expectations and curricular resources
- Previous experience designing and facilitating professional development for teachers (highly preferred)
- Experience with Teach Like a Champion techniques (preferred)
- Experience with No-Nonsense Nurturing techniques (preferred)
- Experience with culturally responsive teaching techniques (highly preferred)
- Demonstrated ability to motivate and inspire students and adults
- Demonstrated ability to identify the highest leverage action step to support student learning
- Experience and comfort providing actionable feedback to teachers and colleagues that leads to immediate improvement
- Ability to track and analyze data on teacher and student performance to uncover trends and act strategically and effectively to improve results
- Commitment to constant learning and improvement, in own work and the work of others
- Demonstrated ability to connect with adult learners quickly and to build strong working and mentoring relationships
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Evidence of working successfully in teams or cooperative settings
- Evidence of problem-solving and scheduling skills needed to successfully achieve weekly goals

Supervisory Responsibility: 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.

- Attend required dates of work the second week of June through the first week of October.
- Work with tight deadlines in an effort to be responsive to schools
- Facilitate certified teacher learning from the second week of June to the third week of July each summer.
- Minimal office hours
- Travel to multiple school locations for on-site mentoring
- The normal effort of occasional periods of light physical activity
- Drive to and from school buildings to work with teachers, walking through school buildings and helping teachers lift and move things in classrooms as needed.
- Perform work functions at assigned school sites.
- Report to school sites for the duration of the school day, and remain after school to facilitate school-leader driven learnings for teachers.

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.