



Job Title: Personalized Learning Instructional Mentor

Department: Design and Innovation Office

Reports To: Director of High School Design

Grade: EG-3

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 Personalized Learning Instructional Mentor will serve a network of personalized learning sites within Tulsa Public Schools. Instructional Mentors provide coaching to first through fourth-year teachers in Tulsa Public Schools. In addition, Instructional Mentors provide professional learning opportunities to novice teachers in areas such as 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 English learners and students with special needs. As an Instructional Mentor, individuals will influence, coach, motivate, and develop groups of

novice teachers to reach ambitious goals with students.

Minimum Qualifications:

- Bachelor's degree
- Four (4) or more years' teaching experience preferred
- Two (2) years' 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
- Use data to identify trends in teacher performance and identify the highest priority development areas on an individual and group level
- Model effective teaching methodologies through co-teaching and demonstrating lessons; facilitating opportunities for novice teachers to observe exemplary practice in and across sites
- Communicate and support the implementation of personalized learning in a network of schools
- 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
- 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
- Works effectively and cooperatively with others in a team environment
- 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 professional development and adult learning theories and best practices
- Knowledge and understanding of curricular frameworks, pedagogy, and quality classroom materials
- Familiarity with Tulsa Public Schools learning expectations and curricular resources preferred
- Previous experience designing and facilitating professional development for teachers highly preferred
- Previous experience with personalized learning in classrooms including the use of platforms and digital curricula
- Experience with culturally responsive teaching techniques highly preferred
- Demonstrated ability to motivate and inspire students and adults
- Experience and comfort providing direct feedback to teachers and colleagues, both written and verbal, 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 their 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

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- The position will be based primarily in schools but will use the Design Lab as a home base. The Design Lab is a creative, open-space environment. Flexible furniture, whiteboards, maps, charts, and data walls provide space for design work. The environment is energetic, and there are often multiple conversations going on at the same time. All team members are expected to support a variety of lab-related projects and initiatives
- Hours are variable; the lab is staffed from before 8 a.m. to after 6 p.m. every day with some evening commitments and travel required.
- We approach work with a growth mindset, usually addressing challenges in ways that have not yet been tried in Tulsa schools
- Ambiguity is a hallmark of our context and part of the day-to-day working environment.
- 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.