



**Job Title:** Reading 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

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**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:** Reading Instructional Mentors provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction so that each student may access differentiated support to increase fluency and comprehension.

**Minimum Qualifications:**

- Bachelor's degree required; master's degree preferred
- Experience in K-12 environment
- A minimum of three (3) years' teaching experience.

- Experience as a reading interventionist or remedial teacher preferred

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

**Department/District**

- Support and engage in the Design Lab’s division goals and connect the work to broader organizational goals
- Support schools sites with reading intervention and remediation
- Support the Design Lab in developing and implementing learning models that accommodate struggling readers and accelerate their success
- Support teachers in learning, employing, and practicing reading development strategies in adolescents
- Collaborate with other instructional coaches and school support staff to create seamless and integrated coaching schedules
- Participate in staff development activities to improve job-related skills
- Works effectively and cooperatively with others in a team environment
- Perform other tasks, duties, or services consistent with this position as assigned

**Advisory**

- Observes struggling readers in the classroom upon teacher’s request
- Assists classroom teachers in the diagnosis of students and collaborates in planning instructional strategies
- Assists in the selection of appropriate materials utilized by the classroom teacher for corrective measures
- Provides demonstrations of new methods and materials (e.g. team teaching)

**Developmental Reading**

- Develops and implements reading intervention plans for struggling students
- Utilizes a research-based reading intervention curriculum
- Plans and conducts periodic evaluations to assess the need for changes in the reading program.

**Curriculum**

- Plans and develops special reading projects as approved or provided
- Serves as a resource to the board and administration in areas of reading instruction and curriculum
- Provides leadership in the development and implementation of school reading programs
- Ensures that reading is a supporting component of the K-12 language arts program

**Remediation**

- Assesses the reading referrals of parents and guardians, teachers, and support staff
- To provide for remedial instructional needs of students K-12 through collaboration with site teachers, occasional small group instruction, and staff development in content area reading strategies.

**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.*