



**Job Title:** Leadership Instructor

**Department:** Alternative Education

**Reports to:** Chief Leadership Instructor

**Grade:** TS-11

**Number of Days:** 185

**Overtime Status:** Non-Exempt

**Last Revised Date:** July 31, 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:** Monitors and supervises a platoon of 20 students (ages 14 to 18) at the performance-based alternative education program, the Tulsa Academic Center.

**Minimum Qualifications:**

**Education:**

- High School diploma or GED

**Specialized Knowledge, Licenses, etc.:**

- Extensive knowledge of close-order drill and physical training procedures
- Experience with at-risk students

**Experience:**

- Military background preferred and/or experience in social services

**Specific Training/Skills:**

- Must be able to lead students in drill, ceremony and physical exercise training
- Must be able to obtain Mandt training

**Physical Requirements:**

- Must be able to lead/direct students in drill and strenuous physical exercise
- Must be capable of bending, stooping, lifting and carrying a maximum of 50 lbs.

**Other:**

- Must demonstrate excellent organizational, time management, and verbal communication skills

**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.

- Maintains accountability of assigned group members at all times
- Maintains discipline, security, and safety within a highly structured and disciplined learning environment
- Develops a team-oriented attitude in the students
- Is a mentor/role model for those assigned students in the Academy
- Conducts first line counseling and problem solving for assigned students and is the primary instructor in Drill and Ceremony and group social-life skills
- Directs student physical training and drill instruction
- Maintains daily supporting documentation and evaluations for those assigned students
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Customer Contacts:**

- *Internal:* Principal, teaching staff, students
- *External:* Parents, community agencies

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Verbal and written communication skills, with ability to transform ideas into text
- Ability to work independently and collaboratively with individuals in diverse fields
- Ability to perform public speaking, hold meetings, and complete follow up work assignments
- Ability to maintain accurate records and attend to details
- Proficient in Microsoft Office and Google Suite software; knowledge of basic and advance use
- Must assume responsibility without direct supervision and exercise initiative and judgement

**Supervisory Responsibility:**

- This role does not 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.

- Work with tight deadlines in an effort to be responsive to schools
- Standard office conditions; being able to sit for long periods of time without break, frequent use of email, etc.
- Occasional travel to school and district locations for on-site support, collaboration and progress monitoring, possibly outside of regular work hours
- The 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.*