



**Job Title:**                   **Manager of Academic Counseling**

**Department:**           Teaching and Learning  
**Reports To:**            Director of Post-Secondary Readiness  
**Grade:**                 EG-5  
**Number of Days:**     12 months  
**Overtime Status:**     Exempt  
**Last Revised Date:**   August 20, 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:** The Academic Counseling Manager is responsible for implementing a multi-year strategy for secondary academic counseling that ensures all middle and high school students receive a high-quality sequence of rigorous coursework that prepares them for success in college and careers. The Academic Counseling Manager ensures that school counselors are developed and supported to provide each student with an individualized and equitable academic trajectory, leading to increased graduation rates, increased college enrollment and completion rates, and successful workforce entry. This person leverages data to surface and address programmatic gaps and inequities and scales effective programs to

increase Tulsa Public Schools' student achievement and to prepare all students for success in college, career, and life.

**Minimum Qualifications:**

- Bachelor's degree in education or a related field required
- Master's degree in counseling required
- Current Oklahoma teaching and principal certification highly preferred
- Five (5) years' experience in effective K-12 classroom teaching or counseling

**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.

- Embody and support the department in living Tulsa Public Schools' core values
- Serves as the primary secondary counseling resource for the secondary schools' networks, providing expertise in collaborative activities such as master scheduling, course trajectories, graduation requirements, strategic planning, and professional development with the goal of graduating all students ready for college, careers, and life
- With the instructional leadership director and other partners, engage in data-based strategic planning for their network's schools with the goal of ensuring student social-emotional development, high levels of student academic growth, increased attendance and persistence, and graduation with cohort
- Recommends and implements strategic action plans to increase graduation rate, course completion, and acceleration
- Works collaboratively with other departments and individual schools to address disproportionality in graduation rates and college and career success
- Works collaboratively with the Design Lab to support the implementation of new personalized and competency-based models
- Supports schools with the recruitment and selection of highly qualified candidates for school counselors
- Functions as a qualified observer; supports the development and evaluation of school counselors
- Provides oversight, mentoring, and professional development opportunities for school counselors
- Develops resources and tools to increase effectiveness of school counselors
- Preparation and review of presentations, summaries, required reports, data and other documents as needed for planning as well as district and community reporting purposes
- 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.

- Deep knowledge and understanding of college and career-ready requirements, including graduation requirements, college admissions criteria, as well as workforce needs and requirements
- Familiarity with personalized learning and competency-based learning
- Familiarity with Tulsa Beyond and Empowered Schools Zone Act preferred

- Experience with effective counseling practices to support multilingual learners and students with disabilities highly preferred
- Skill in implementing culturally responsive education practices
- Exceptional written communication skills and ability to design and publish user-friendly resources and tools in the content area
- Ability to design and facilitate professional learning experiences aligned to the Tulsa Public Schools' vision for professional learning
- Familiarity with Microsoft Office products including Word, Excel, PowerPoint, and Outlook
- Effective time management and organizational skills
- Strong attention to detail
- Effectively handle multiple demands and competing deadlines
- The ability to take responsibility for their own performance
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Maintain personal engagement in professional development that enables growth and improvement for this position

**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.

- Work on tight deadlines in an effort to be responsive to schools
- 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.*