



Job Title: **Manager of Post-Secondary Access**

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

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 Manager of Post-Secondary Access drives strategic planning and program implementation to ensure all Tulsa Public Schools' students have access to post-secondary opportunities while in high school. This person works with other members of the post-secondary readiness team to implement strategic plans that develop, refine, and expand opportunities including AP, International Baccalaureate, and dual and concurrent enrollment. The Manager of Post-Secondary Access works collaboratively with school leaders, school counselors, teacher leaders, and partners to increase awareness of post-secondary

opportunities, expand programming to a diverse student body, and to secondary course sequences to provide increased access to college coursework.

Minimum Qualifications:

- Bachelor's degree in education required; master's degree preferred
- Current Oklahoma teaching certification required; principal certification preferred
- Five (5) years' experience in effective K-12 classroom teaching

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.

- Embodies and supports the department in living Tulsa Public Schools' core values
- Serves as a resource for early college access opportunities for the secondary school networks
- Works collaboratively with the instructional leadership director and other partners to support post-secondary access opportunities in each secondary school; ensures vertical articulation from 6-12
- Implements strategic action plans to introduce new programs and pathways, increase program completion, increase readiness for post-secondary courses in every school, and increase post-secondary course completion and success
- Develops and supports family engagement initiatives to increase awareness of and support for post-secondary opportunities
- Works collaboratively with other departments and individual schools to address disproportionality in access, participation, completion, and success rates
- Works collaboratively with the Design Lab to support competency-based models
- Supports schools with the development of teachers and vertical articulation across course trajectories
- Develops strong partnerships with partners in order to increase access, participation, and success in post-secondary programs
- Keeps abreast on relevant federal and state policy, including draft legislation, in order to effectively advocate on behalf of Tulsa Public Schools
- Serves as a liaison between the district, the state, and other educational agencies in the development, coordination, and implementation of new programs for post-secondary access
- Monitors compliance with all local, state, and federal requirements of grant funding
- Preparation and review of presentations, summaries, required reports, data, and other documents as needed for planning and district, state, 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.

- Knowledge and understanding of the skills, dispositions, and knowledge required for college and career success

- Extensive knowledge of post-secondary access programs including, but not limited to, International Baccalaureate, AP, and dual and concurrent enrollment.
- Familiarity with personalized learning and competency-based learning preferred
- Familiarity with Tulsa Beyond and Empowered Schools Zone Act preferred
- Experience with effective practices to support multilingual learners and students with disabilities highly preferred
- Skill in implementing culturally responsive education practices preferred
- Exceptional written and oral communication skills
- Ability to design and publish user-friendly resources and tools for multiple audiences
- 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
- Ability to effectively handle multiple demands and competing deadlines
- 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.