



**Job Title:** Novice Teacher Mentor

**Department:** Staff Development and Leadership Training

**Reports To:** Director of New Teacher Support

**Grade:** Teachers' Salary Schedule

**Number of Days:** Teacher's Schedule plus 24 days

**Security Access:** All Elementary Schools

**Overtime Status:** Exempt

**Last Revised Date:** July 1, 2017

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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:** Tulsa Novice Teacher Coaches provide instructional mentoring to first- and second-year teachers that are new to the profession teaching in Tulsa Public Schools, K through 12<sup>th</sup> grade core subjects. In addition to mentoring, coaches provide professional development for beginning teachers in areas such as class culture and climate, implementing instructional strategies, classroom management, analyzing student work, differentiated instruction, and supporting ELL and students with special needs.

**Minimum Qualifications:****Education:**

- Bachelor's Degree; Master's Degree or beyond preferred

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

- Valid Oklahoma teaching certification and Early childhood certification preferred
- National Board Certification or other organizations that honor excellence in teaching

**Experience:**

- A minimum of five years of recent classroom teaching experience (elementary and/or high school); a distinguished track record in hard-to-staff schools is highly desired
- Experience working with assessment data

**Specific Training/Skills:**

- Exemplary knowledge of content, materials, assessment and methods that improve student achievement in core content areas
- Documented success in engaging in cooperative and collaborative projects with adults
- Demonstrated commitment to personal professional growth and learning
- Willingness to engage in formative assessment processes, including non-evaluative, reflective conversations with beginning teachers using evidence of classroom practice and student learning
- Evidence of excellent oral, written and technology skills

**Other:**

- Completed online application (resume, responses to prompts, and, for new applicants, 3 professional letters of recommendation)

**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.

- Establish and maintain a trustful, confidential and non-evaluative relationship with beginning teachers to help develop their autonomy as professionals; demonstrate skillful use of mentor language
- Assist beginning teachers in reflecting on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement; uses knowledge of equity principles to deepen beginning teachers' application of standards
- Model, as appropriate, innovative teaching methodologies through techniques such as co-teaching and demonstration lessons; provide opportunities for beginning teachers to observe exemplary practice by arranging intersite visitations
- Encourage beginning teachers to identify instructional resources and support throughout the entire school community; incorporate technology and analysis of data to advance both beginning teacher learning and classroom practice
- Promote collegiality and build community among new teachers by providing professional development (e.g., summer academy, working meetings, study groups).
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

*Interactions with Principals and Area Leadership:*

- Invite ongoing collaboration with principals and staff to ensure coherence between coaching activities and school expectations

*Individual Professional Growth:*

- Fully participate in coach professional development, including Mentor Academies, Mentor Forums, peer coaching partnerships, professional learning teams and other area, team, and committee meetings

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

- Experience related to adult learning (coaching, professional development, mentoring, teaching)
- Successful teacher leadership or administrative experience

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

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

- Travel to multiple school locations for on-site mentoring
- Minimal office hours

*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.*