



**Job Title:** Senior Manager of Pathways  
**Department:** Teaching and Learning  
**Reports To:** Director of Post-Secondary Readiness  
**Grade:** EG-6  
**Number of Days:** 12 months  
**Current Date:** April 19, 2019  
**Overtime Status:** Exempt

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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 Senior Manager of Pathways ensures that the district provides all students access to a robust system of career preparation pathways beginning in middle school. This person works collaboratively with the managers of college and career readiness, post-secondary access, and academic counseling to analyze student performance and persistence data, workforce trends, and graduation rates to design and implement strategic plans to develop, refine, and expand career and technical education programs. The Senior Manager of Pathways leads a team that provides professional development, coaching and technical assistance to all career and technical education teachers. This leader leverages data to surface and address programmatic gaps and inequities, and scales effective programs to increase Tulsa Public School student achievement and to prepare all students for success in college, career, and life.

**Minimum Qualifications:**

- Master's degree in education or a related field required;
- Oklahoma Teacher Certification preferred
- Oklahoma Principal Certification preferred
- Five (5) years' effective K-12 classroom teaching
- Two (2) years' school or district leadership experience

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

- Embodies and supports the department in living the Tulsa Public Schools core values.
- Serves as the primary resource Career & Technical Education for the secondary networks and their schools, providing expertise in collaborative activities such as master scheduling, program design, workforce needs and requirements, strategic planning and professional development with the goal of graduating all students ready for college, careers and life
- Works collaboratively with the instructional leadership director and other partners to design career pathway programs tailored to each secondary school. Ensures strategic alignment from grade 6 to grade 12
- With the instructional leadership director and other partners, engages in data-based strategic planning for the network's schools with the goal of ensuring student social-emotional development, high levels of student academic growth, successful career planning, increased attendance and persistence, and graduation with cohort
- Recommends and implements strategic action plans to introduce new programs and pathways, increase program completion, increase industry certification attainment, and improve program alignment with district initiatives
- Works collaboratively with other departments and individual schools to address disproportionality in access, participation, completion, and certification
- Works collaboratively with Design Lab to support competency-based models
- Supports schools with the recruitment and selection of highly-qualified candidates for Career & Technical Education teachers
- Functions as a qualified observer, and supports the development and evaluation of Career & Technical Education teachers as needed
- Provides oversight, mentoring, and professional development opportunities for Career & Technical Education teachers
- Ensures compliance with all local, state and federal requirements of grant funding
- Secures additional grant funding to support expansion of pathways opportunities
- Leads Pathways team to provide high-quality coaching and professional development support to teachers
- Preparation and review of presentations, summaries, required reports, data and other documents as needed for planning and district, state and community reporting purposes
- Serves as a liaison between the district, the state, and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement

**Knowledge, Experience & Other Qualifications:**

- Five (5) or more years' of teaching experience
- Valid certification at the appropriate level highly preferred
- Knowledge and understanding of the skills, dispositions and knowledge required for college and career success
- Experience in one or more Career & Technical Education fields
- Ability to build strong relationships with post-secondary and workforce partners to design and implement aligned opportunities for student access and engagement

- Ability to assess workforce needs and design educational programming to prepare students to successfully enter the workforce
- Familiarity with personalized learning and competency-based learning preferred
- Familiarity with Tulsa Beyond and Empowered Schools Zone Act preferred
- Experience with effective teaching practices to support multilingual learners and students with disabilities (highly preferred)
- Skill in implementing culturally responsive education practices preferred
- 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 one's own performance
- Works effectively and cooperatively with others in a team environment
- 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 Responsibility:** Directly supervises the Manager of Pathways and Instructional Mentors supporting Career & Technical Education teachers.

**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
- Regular travel to school and district locations for on-site support, collaboration and progress monitoring
- 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.