



Job Title: **Apprentice Teacher**

Department: School Improvement/School Operations

Reports To: School Administrator

Compensation: \$30,000

Number of Days: Contract Days

Overtime Status: Exempt

Last Revised Date: October 26, 2018

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: In the absence of the full time classroom teacher, the apprentice teacher creates a flexible learning program and a class environment favorable to learning and personal growth; establishing effective rapport with students; motivating them to develop skills, attitudes and knowledge needed to provide a good foundation for subsequent education, in accordance with each student’s ability; and establishing good relationships with parents and with other staff members. To maximum extent possible, consult, collaborate and /or co-teach with teachers to provide modifications and accommodations per students' Individual Education Plans (IEP’s); manage a student caseload of 10-40 students; and when required, design and

implement small group to individualized instruction per students' IEP's.

Minimum Qualifications:

Education:

- Bachelor's degree with a grade point average of 2.5 or greater (2.75 or greater for special education)

Specialized Knowledge, Licenses, etc.:

- Must be able to secure Oklahoma Teacher Certification within one semester

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.

- Co-design and implement lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Instruct students regarding a variety of classroom topics and courses of instruction
- Assign reasonable tasks and homework to students in accordance with the lesson plans
- Address the various learning styles of students accordingly
- Model correct use of spoken and written English language
- Demonstrate professional practices in teaching
- Will be required to create, administer, and grade tests/assignments, participate in parent-teacher conferences, and attend school related functions. Please note: activities may occur outside of normal school hours
- Actively participate in full implementation of the TPS model for School Improvement
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Additional Responsibilities and Essential Functions for Special Education:

- Assist in the development of IEPs using the EdPlan IEP Program with the supervision of a certified Special Education Teacher
- Implement services for students according to IEPs
- Participate in IEP meetings as a learner and a contributor for student progress
- Participate in staffing with Child Study Team (CST) to learn intervention strategies
- Complete documentation and charting required to measure progress on students' IEPs per scheduled established by site
- Continually monitor and adjust students' instruction through the use of differentiation in such a manner as to enable the student to demonstrate proficiency toward state standards
- When required, participate and complete MANDT training to promote positive interactions with students with affective needs
- Must report suspected child neglect or abuse immediately

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

- Possess familiarity with the subject(s) being taught

- Demonstrate and improve knowledge of the principles and methodologies of effective teaching
- Must possess ability to communicate effectively verbally and in writing
- Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public
- Possess and demonstrate patience and flexibility with all school stakeholders

Supervisory Responsibilities:

- May be required to direct paraprofessionals and/or teaching assistants

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, to stoop, sit on the floor, climb stairs, walk and reach overhead
- 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.