



**Job Title:** Secondary School Teacher

**Department:** School Improvement/School Operations

**Reports To:** Site Administrator

**Compensation:** Teacher's Salary Schedule

**Number of Days:** Teachers Contract

**Overtime Status:** Exempt - Salaried

**Last Revised Date:** October 22, 2018

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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.

**We Believe:** A student's zip code should not determine their life outcomes.

**Position Summary:** As a secondary teacher at Tulsa Public Schools, you'll be a champion for equitable education throughout the district. Your primary responsibility will be to ensure each of your students masters the objective of each lesson set forth by the curriculum. This will be accomplished through thoughtful planning, grade level/content area collaboration, implementing best practices learned from school leadership, district professional development, and other sources aligned to The Tulsa Way. A growth-mindset and a desire to receive

actionable feedback will ensure you are prepared to meet the rigorous demands of educating students in our diverse district.

**Minimum Qualifications:**

**Education:**

- Bachelor's Degree

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

- Oklahoma Teaching Certification in applicable secondary education subject area or the ability to be Emergency Certified in an appropriate secondary education subject area

**Other:**

- Equity mindset and commitment to ongoing learning about diverse cultures
- Ability to work cooperatively and collaboratively with others
- Strong written and verbal communication skills
- Demonstrate self-discipline and initiative
- Abide by all district guidelines and policies as well, the state of Oklahoma's Standards of Performance and Conduct for Teachers, and any relevant state statutes

**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.

*Culture:*

- Develop an affirming, achievement-oriented and learning environment that invests students in learning as a life-long endeavor
- Establish systems and routines in order to create a safe, purposeful, and welcoming classroom environment focused on learning
- Implement classroom behavior management systems that are equitable and restorative
- Communicate regularly, respectfully and effectively with students, families and colleagues
- Participate in school-based events, that take place outside of school hours, including but not limited to parent teacher conferences

*Instruction:*

- Internalize lesson plans through thoughtful planning that leverages district-provided resources and proven best practice aligned to The Tulsa Way
- Implement curricula to meet college and career readiness standards
- Use student data to inform and refine data driven teaching practices
- Provide students with feedback and support setting goals
- Differentiate instruction to ensure all students achieve at the highest level
- Accountable for students' mastery of college and career readiness standards

*Development:*

- Attend and participate in regular professional development facilitated by district staff
- Attend and participate in regular staff meetings, grade-level meetings, and content collaborative planning meetings
- Participate in regular instructional coaching meetings

**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.

- Subject to stress caused by a changing environment, tight deadlines and heavy workload
- Be able to sit for long periods of time without a break
- Frequent use of electronic mail
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises
- No exposure to chemical or health hazards
- Primarily require working indoors in environmentally controlled conditions
- Normal effort or 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.*