



Job Title: Director of Secondary Pathways

Department: Teaching and Learning
Reports To: Chief Academic Officer
Grade: EG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: June 9, 2016
Overtime Status: Exempt

Position Summary Provide leadership and management to the College and Career Readiness staff and teachers

Qualifications/Job Requirements:

Education: Master's Degree in a CareerTech area

Specialized Knowledge, Licenses, etc: CareerTech teaching certificate

Experience: Five years teaching and/or administration experience in a CareerTech position

Specific Training/Skills:

Physical Requirements (If Applicable):

Other:

Scope of Authority (If Applicable): Supervise the College and Career Readiness staff and oversee the management of all College and Career teachers including budgets and grants.

Customer Contacts (Internal and External): Internal: staff, teachers, counselors, administrators, district employees in transportation, maintenance, curriculum, professional development, HC, IT, purchasing, fixed assets, assessments, grants, and Federal Programs
External: State Department of CareerTech, State Department of Education, vendors, Chamber of Commerce, Workforce Tulsa, business partners, Tulsa Tech, colleges and universities

Duties and Responsibilities:

- Supervise staff members in the College and Career Readiness Department at the Education Service Center
- Provide leadership and management to fifty-eight College and Career Readiness programs
- Oversee the Teachers as Advisors program in all secondary schools
- Develop challenging Programs of Study in accordance with federal Carl Perkins Legislation
- Develop yearly budgets and organize district-wide College and Career programs
- Collaborate with individual administrators and staff regarding the planning, staffing, organizing, and implementation of quality programs

- Collaborate with business partners and community agencies to develop additional programs, which align with goals and objectives of Tulsa Public Schools
- Design challenging College and Career Readiness programs using the Common Technical Core and National Career Cluster model
- Develop professional development activities for College and Career staff and teachers that align with district goals
- Approve all expenditures and operate all programs within the approved budget
- Comply with federal and state CareerTech agency mandates

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

- Standard office environment.

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