



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Instructional Specialist for American History Grant**

**Reports to:** Director of Secondary Curriculum  
**Department:** Secondary Curriculum Department  
**Number of Days:** 190 Days  
**Compensation:** Teacher's Salary Schedule plus Stipend  
**Overtime Status:** Exempt  
**Date Job Revised:** August 22, 2008

**Position Summary:** Provides leadership, professional development and support for US History teachers who participate in grant activities; monitors and submits required grant implementation updates and reports; develops and aligns budget to grant activities and monitors expenditures

#### **Qualifications/Job Requirements:**

##### **Education:**

- Master's degree in history (preferred), curriculum or educational leadership.

##### **Specialized Knowledge, Licenses, etc:**

- Knowledge of Word, Excel, and PowerPoint.

##### **Experience:**

- Minimum of five (5) years successful experience teaching U.S. History.
- Experience conducting staff training and project implementation.
- Experience in data collection and analysis.

##### **Specific Training/Skills:**

- Knowledge of and skill in implementation of Professional Learning Communities
- Ability to create and sustain teacher leadership at both the site and district levels

##### **Physical Requirements (If Applicable):**

- None

##### **Other:**

- Excellent communication, planning and organizational skills.

#### **Scope of Authority (If Applicable):**

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#### **Customer Contacts:**

- Internal:
- External:

#### **Duties and Responsibilities:**

- Collecting and analyzing data relative to project goals
- Providing professional development that supports the enhancement of teacher content knowledge and instructional delivery that results in improved student achievement
- Identifying community resources
- Collaborating with internal and external stakeholders to support improved teaching and learning