



T U L S A

PUBLIC SCHOOLS

Job Title: Learning Through Interests/Internships Coordinator (LTIC)

Reports To: Principal
Grade: BL-08
Number of Days: 12 Months
Security Access: ESC
Current Date: August 13, 2013
Overtime Status: Exempt

Job Objectives: The LTI Coordinator is the liaison between Tulsa Met and the greater Tulsa community. The coordinator leads the School Innovations recruitment of mentors and manages and nurtures resources for the entire school, coordinates systems of communication, and is responsible for data collection concerning real-world learning. The LTI Coordinator is directly responsible for supporting the development of real-world learning opportunities for students, including but not limited to the LTI process and LTI culture building, travel, summer, entrepreneurship, and volunteer opportunities.

Minimum Qualifications:

- Bachelor's degree, Master's preferred
- Prefer Oklahoma Secondary education certification
- Minimum 3 years' experience in education or working with youth in an educational position

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.

Build and Maintain Community Relationships for Real World Learning

- Develop marketing materials as needed;
- Regularly speak with professional networks to cultivate contacts and opportunities
- Generate resource people to assist students in 8th grade Bridge Projects
- Work with high student interest sites to establish ongoing partnerships and internship opportunities.
- Serve as a bridge between Students, Advisors and Mentors when major difficulties arise.
- Oversee End of Year Mentor Celebration;
- Collect, analyze & manage documentation of LTI Process (mentor profiles, background checks, and assessment materials from exit meeting notes & evaluations);

- Participate in appropriate organizations to extend connections with not-for-profit organizations

Cultivate a School Culture for Students to Pursue Personal Interests and Engage in Real World Learning

- Create visual representations of real world learning within the school (ex. photos, map of LTI placements, Wall of Recognition for Community Partner, listing of students with LTI's, charting of student progress, letters from sites thanking students for their contributions, etc)
- Oversee photographic representations of students engaged in real world learning
- Enroll school staff in creatively inspiring students to dream about and pursue their interests
- Honor students publicly for their real world learning and contributions

Build, Support and Provide Resources to Maximize Advisor Effectiveness with Real World Learning

- Provide training of all staff on the LTI (Learning through Interests) request process (specifically LTI database Website). Provide additional training/guidance where necessary;
- Encourage constant staff development around interest exploration and project deepening. Use biweekly check in meetings, advisor meetings, and staff meetings;
- Train and support advisors on how to do community service exploration, how to brainstorm service projects, how to manage service projects, and how to run service project meetings;
- Communicate and distribute LTI materials, student placement goals and resources relevant to each quarter throughout the year;
- Attend meetings with new advisors on a first LTI set up, first project set up, first check in meeting, first exit meeting, etc.;
- Ensure that all relevant LTI materials are available to advisors, such as mentor guides, mentor profiles, and exit interview materials;
- Train and support advisors on how to do interest exploration, how to brainstorm LTIs & projects, how to manage LTIs & projects, and how to run LTI meetings and work with mentors, etc. Use weekly and biweekly check in meetings, advisor meetings, and staff meetings;

Build, Support and Provide Resources to Maximize Students' Abilities to Engage in Their Interests and Real World Learning Opportunities

- Schedule weekly guest speakers, quarterly field trips, and service opportunities for Tulsa Met Jr High School;
- Present Pick Me Ups and workshops for students on specific topics to support their success in real world learning.
- Deliver Road Trip Nation Curriculum for selected Jr High School and High School Grade level advisories;
- Work with advisors to provide practice opportunities for students to engage in mock phone calls and interviews

- Work with team to develop new materials as needed and share those materials and systems between LTIC network
- Collaborate with College and Career Readiness teacher to create a seamless plan to educate students;

Collect, Manage and Interpret Data Related to Student Interests, Opportunities, Actions, Processes, Advisor Actions and Community Resources

- Maintain accurate database of community contacts and mentor addresses;
- Distribute RWL opportunities to staff and students and follow up to see which opportunities students are taking advantage of;
- Keep a log of your schools' students' LTI search (requests, info interviews, shadows, LTIs) and their real-world learning activities;
- Track interest exploration and real-world learning process data at each school; report data to principal biweekly; work with advisors to stay up to date & on track;

Contribute to Overall School and Big Picture Priorities and District Expectations

- Collect, analyze & manage documentation requested by district and Big Picture Network;
- Participate actively in LTIC Network
- Attend Jr High School and High School Staff Meetings;
- Support Tulsa Met in special projects;
- Other duties as directed by the Tulsa Met principal or Director of Innovative Schools

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

- Strong youth engagement and assessment skills
- Strong communication, decision-making and writing skills
- Ability to work collaboratively with school partners, mentors, students, parents and staff
- Knowledge of community resources and ability to develop and maintain partnerships
- Ability to prioritize, multi-task and be proactive
- A genuine enthusiasm for developing professional skills through internships coaching, and feedback
- Ability to convey information and ideas clearly through spoken word and writing
- Strong active listening and critical thinking skills

Supervisory Responsibility: Does not directly supervise any individuals.

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

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