



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Ambassador For Teachers

Reports to: Chief Human Resources Officer
Department: Human Resources
Compensation: Teachers' Salary Schedule
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: March 30, 2006

Position Summary: Promotes and advises the Tulsa Public School District in areas of Teacher Recruitment, Community Relations and New Teacher Assimilation.

Qualifications/Job Requirements:

Education:

- Bachelor's Degree

Other:

- Must have been designated "Teacher-of-the-Year" for Tulsa Public Schools.
- One year appointment for the fiscal year immediately following the year in which the incumbent is named "Teacher-of-the-Year".
- Will observe the same holidays as 12 month employees and vacation will accrue based on the schedule in the Certificated Personnel Handbook for Twelve-Month Certificated Employees.

Customer Contacts (Internal and External):

Internal: Teachers and administrators

External: Community patrons, university outplacement offices, and seniors graduating with teaching certificates.

Duties and Responsibilities:

- **Teacher Recruitment**
 - Represents TPS at colleges and universities where we recruit
 - Work with campus clubs and other organizations to increase awareness of teaching within TPS
 - Assist in the development and implementation of Future Teachers of America clubs in TPS high schools
 - Work with state universities to increase intern teacher representation in TPS schools
 - Assist in the recruitment and selection of new teachers
- **Community Relations**
 - Represent the District at state, community and other events as assigned
 - Assist in community public relations activities designed to improve the perception of the District
 - Provide input to the District on teacher/patron/student perceptions of the District
- **New Teacher Assimilation**
 - Work with new teachers to assist in their assimilation to TPS
 - Review the Human Resource processes to improve service to the applicant and to new employees entering the organization