

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: University Assisted Academic Pipeline Coordinator

Reports to: Principal
Department: School site
Compensation: Teachers' salary schedule plus stipend
Overtime Status: Exempt
Date Job Revised: August 3, 2010

Position Summary: The UAAP Coordinator is responsible for the overall success and implementation of all educational programs where the partnership with University partners, Rogers High School and its community exist. This includes working with high school students, parents, teachers, school administrators, undergraduate and graduate University students, University staff and faculty, local politicians, and community members to have a measurable impact on school curriculum and learning outcomes, University teaching, research and service, and the health of the broader Rogers community.

Qualifications/Job Requirements:

Education:

- Bachelor's degree.
- Masters preferred.
- Oklahoma teaching certification in secondary education.

Specialized Knowledge, Licenses, etc:

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Experience:

- At least three years experience in secondary schools.

Specific Training/Skills:

- Ability to work cooperatively and collaboratively with others.
- Excellent interpersonal skills.
- Ability to work cooperatively with university and community organizations.
- Ability to communicate effectively both verbally and in written form.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Coordinates the University/School/Community Partnership Development, with an emphasis on school day program coordination, course implementation, and providing academic focused partnership supports for teachers and students.
- Serve as point person for Rogers' administration in all dealings with outside agencies involved in the university pipeline.
- Oversees the strategic planning as a school partner; attend partnership and school leadership meetings, represent the program at events and conferences, lead site visits, encourage staff participation at professional development and seminars related to University Assisted Pipeline.

- Oversee the work of all partners and staff working at Rogers during the school day with all implemented University Assisted Academic Pipeline.
- Oversee Community Health and Wellness Pipeline Coordinator and Community and Social Justice Pipeline Coordinator.
- Monitor Partnership assessment; create measurement metrics working alongside OUCEC and university partners, collect and report data through working with administration at the school and district.
- Work with other secondary and university programs to ensure common vision, orientation to the school, calendar, and planning.
- Work closely with career development specialists and Your Courts coordinator to ensure common vision, orientation to the school, calendar and planning.
- Research programs with Rogers' teachers and University faculty to enhance current programs, create new ones, and find professional and social opportunities for Rogers students and teachers.
- Act as the liaison between the school and various non profit and education based agencies.
- Other duties as assigned by Principal.