

FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: HOPE Instructor
English or History (English preferred)

Date: May 5, 2026

Department: Project HOPE, Reno Campus
Reports Directly To: Instructional Director, Reno Campus

Prepared By: Christina Rosas-Ward

Position Closing Date: Open until filled

Job Group: P

Salary Range: **\$70,626-\$81,966

Exempt Certified
 Non-Exempt Grant Funded

Primary Function of Position: Provides instruction in academic courses to Project HOPE students. Coordinate curriculum, projects and work with the HOPE team to develop an integrated approach in teaching high school academic classes that meet the requirements of each respective sending school. Project HOPE is an alternative/dropout recovery program. Instructor is responsible for using a variety of methods for delivering instruction to accommodate all learners.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Provides individualized and group instruction utilizing a variety of instructional techniques.
2. Builds and maintains courses within online curriculum to ensure relevancy and rigor.
3. Makes accommodations to assessments/curriculum/instruction for IEP/504 students or other students experiencing difficulties with learning.
4. Works collaboratively with HOPE team to ensure a positive & rewarding learning environment.
5. Maintains a safe and inclusive learning environment that supports the social, emotional, and academic needs of all students as well as a clean and orderly classroom, storage room, and office space to include safe learning spaces.
6. Assists in recruiting, developing academic/career plans, advisement and planning for post high school transition, and developing student portfolios.
7. Participates and assist with organization of open house or information nights.
8. Works cooperatively with Career Training instructors, Educational Enhancement Center staff, Career Planning Center staff, and counselors to provide education services for students who need additional educational support.
9. Assists counselor and administrator with attendance plans, communicating with parents, and working with students to meet attendance guidelines.
10. Develops and foster partnerships with external groups that represent business and industry, higher education, communities, sending schools, and civic and professional organizations to promote student success and college and career transition.
11. Participates in professional growth opportunities, including participation in professional organization activities, teacher training, school committees, staff development, faculty meetings, etc.
12. Complies with the policies and procedures of the district, department, and program.
13. Exhibits behaviors and communication styles consistent with the Core Values and Goals of the district.
14. Ability to be present on the job as described under working conditions and contract details.
15. Other duties as assigned.

Knowledge, Skills, and Abilities:

- Bachelor's degree with an Oklahoma secondary Teaching Certificate in core subject area English or History (preference in English).
- Multiple Oklahoma Teaching Certification areas or experience in teaching multiple subject areas.
- Minimum of five years' teaching experience in a middle school or high school setting.
- Experience teaching in an alternative education setting preferred.
- Exceptional verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Strong flexibility, time management, and organizational skills. Able to manage heavy workload and work outside of regular work schedule in order to supervise students, accommodate special projects, and departmental deadlines.
- Ability to cultivate, build and maintain strong long-term working relationships with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Anticipate needs, be resourceful and have the ability to build strong employee partnerships within the organization.

Working Conditions: Steady physical activity is required during hours of instruction consisting of walking and standing. Ability to lift 10-25 lbs. Low-level machine noise is encountered the majority of every day. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship: Full-time, exempt certified instructional position reports directly to the Instructional Director of the Reno Campus who oversees Project HOPE. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details: Ten-month contract working August 1st through May 31st, subject to annual renewal. Working days and hours are Monday through Friday, 7:45 a.m. – 3:45 p.m. Eligible for a 5% stipend to provide extra student support during non-instructional hours within the work day. Instructional position may require summer training and contract.

Benefits: Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

** *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

Select the following link for additional information about Project HOPE:

<https://www.francistuttle.edu/programs-and-classes/special-programs/project-hope>

Contact:

Human Resources

12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer: “The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

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