



**Job Title:** Assistant Principal, Elementary School

**Department:** School Administration

**Reports To:** School Principal

**Grade:** EG-03

**Security Access:** School Site

**Current Date:** January 3, 2018

**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Responsible for supporting the school vision to achieve and sustain high levels of student achievement. The assistant principal will collaborate with the school principal in the development, implementation and evaluation of instructional best practices. The assistant principal will also provide organizational support to ensure efficient school operations.

**Minimum Qualifications:**

- **Education:** Minimum of an earned Master's Degree from an accredited institution

- **Experience:** Minimum of five years teaching experience, with at least two years of experience in a low-income, high-needs elementary school.
- **License:** Oklahoma certification as an elementary school administrator

**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.

- Assist the school principal in serving as an instructional leader of the building staff to achieve and sustain high levels of student learning and growth.
- Observe teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, providing clear and actionable feedback, resources and support.
- Assist the school principal in leading the improvement of student achievement by implementing the Tulsa Model for teacher observation and evaluation with high levels of fidelity.
- Collaborate with the principal to provide ongoing professional development for staff, based on an analysis of feeder school / assigned building data, best practices and instructional research.
- Model and promote the continuous use of data to inform practice and drive decision-making and instruction.
- Work with the counselors, teachers, students and parents in preparing learning plans for students.
- Work with the principal, teachers and staff in the development and implementation of the core components of the school's curriculum.
- Help develop policies and organizational procedures to:
  - Implement the instructional program.
  - Provide harmonious staff relations;
  - Secure a safe physical environment for pupils and staff
  - Secure wholesome school-community organizations which work within the school.
- Assist in the day to day operations of the school, including, but not limited to reports, discipline, facilities, conferring with students and/or parents, and scheduling standardized testing.
- Participate in personal development activities in order to acquire new skills, further develop instructional leadership expertise and expand knowledge of practices that accelerate student learning.
- Assist in coordination and implementation of parental and community engagement strategies.
- Use effective, positive interpersonal communication skills.
- Other duties as assigned by principal

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

- Strong record of helping students achieve and sustain academic success, especially with minority and low-income students.
- Commitment to the belief that all students can learn and to the mission of educational equity
- Experience in leading adults to achieve results despite tremendous obstacles
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Keen ability to use data in the decision making process and strong analytical and problem-solving skills.
- Ability to continuously elevate professional contributions through ongoing reflection, building upon previous learning and being open and receptive to ongoing feedback.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Ability to manage the ambiguity and multiple priorities inherent in a school environment.
- Good time management skills and detail-oriented personality; excellent written and oral communication skills

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

- Subject to stress caused by a changing environment, tight deadlines and heavy workload.
- Be able to sit for long periods of time without a break.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.