

Principal Supervisor – High Schools, Administrative Position

Salary Range: Step 1: \$177,676 per year.

Salary credit may be awarded for applicable experience.

Application Deadline: June 1, 2025

To view the full job description, and to apply, [click here](#).



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Position Purpose:

The Middle School Principal Supervisor plays a crucial role in ensuring that Omaha Public Schools (OPS) realizes its mission of college and career readiness for all students in Omaha. Working as part of the Accountability and School Improvement team, the Middle School Principal Supervisor will supervise and provide support and professional development to approximately 13 principals and/or program directors and their leadership team. This position represents one of the district's key levers for supporting continuous improvement in all schools.

Knowledge, Skills, and Abilities:

- Minimum of a Master's Degree with major emphasis in educational administration.
- Minimum of five years of experience as a successful Principal in a secondary school as evidenced by increasing student achievement.
- Valid Nebraska Teaching Certificate with endorsement in area of administration and supervision required.
- Demonstrates a deep understanding of the urban school system with a large racially and economically diverse.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with all stakeholders.
- Act ethically and according to professional norms to promote each student's academic success and well-being.
- Demonstrates effective relationships with principals and other district staff.
- Act as agents of continuous improvement to promote each student's academic success and well-being.
- Model and possess effective listening and interpersonal skills necessary to coach, build capacity and supervise.

Essential Performance Responsibilities:

The Superintendent and Executive Council are deeply committed to ensuring that every school has an excellent leader, every classroom has a highly effective teacher, and every child has access to the necessary resources and supports to succeed. The Principal supervisor must help the district meet these goals.

Strategy

Dedicate their time to supporting principals as they develop their skills to become effective instructional leaders.

- Coach and support individual principals and engage in effective professional learning strategies to help principals grow as instructional leaders.
- Use evidence of principals' effectiveness to determine necessary improvements in principals' practice to foster a positive educational environment that supports the diverse cultural and learning needs of students.
- Engage principals in the formal district principal evaluation process in ways that help them grow as instructional leaders.
- Advocate for and inform the coherence of organizational vision, policies, and strategies to support schools and student learning.
- Assist the district in ensuring the community of schools with which they engage are culturally/socially responsive and have equitable access to resources necessary for the success of each student.
- Engage in their own development and continuous improvement to help principals grow as instructional leaders.
- Lead strategic change that continuously elevates the performance of schools and sustains high-quality educational programs and opportunities across the district.
- Attend meetings and participate in OPS-related activities at the request of the Superintendent and/or Chief Strategy Officer; provide input into long-range improvement plans; monitor the development and implementation of school improvement plans.

Instructional Leadership

- Focus their time on observing and supporting principals' efforts to improve teacher effectiveness, student learning, and achievement.
- Communicate effectively with principals and explain reasoning and research behind decisions and actions.
- Build relationships with principals based on the knowledge of adult learning theory, common goals, trust, support, and mutual accountability.
- Shift from being a coach to a supervisor as necessary to push the learning of the principal.
- Provide purposeful, timely, goal-aligned, and actionable feedback to principals based on gathered qualitative, quantitative, and observational evidence about principals' capacity for instructional leadership and serving the needs of diverse learners.
- Ensure all principals clearly understand the district's expectations for instructional leadership and the associated terminology.
- Communicate the vision, goals, and strategies of the district with all internal and external stakeholders.
- Help principals create distributed leadership systems and structures that support teaching and learning.
- Protect students' equitable access to social capital within the school and to high-quality instructional practices.
- Use quantitative and qualitative data to assess the impact of change on the determined need.

Principal Supervision

- Serve as principals' direct report and supervisor.
- Communicate and model how the evaluation process supports principal's growth as instructional leaders.
- Support principals in reaching their goals by monitoring progress, conducting formative assessments, providing feedback, and revising elements of the professional learning plan as needed.
- Responsible for completing the principal appraisal process for each assigned principal.
- With the support of the Chief Talent Officer, prepare and oversee Principal Improvement Plans (Program of Assistance).

Management

- Assist principals in learning to allocate school resources in ways that best support staff and meet their school's needs.
- Strategically buffer principals from distractions to maintain their focus on instructional leadership.
- Support and coordinate the development of Assistant Principals, teacher leaders, and other relevant staff in building-based leadership teams to prepare the future generation of building leaders.
- Assist with the development of a strong pipeline of future school leaders and administrators.
- Actively participate in processes to select and induct principals ready to serve as successful instructional leaders.
- Able to prepare and/or present to the community and/or Board of Education as assigned.

Additional Duties:

To view the full job description, and to apply, [click here](#).

Questions should be addressed to Erin Perry, Human Resources Coordinator at 531-299-9776 or by email at erin.perry@ops.org

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