Mission: Our students lead through literacy, are empowered through experience, and contribute to their community.

Vision: Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

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:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character:** We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence:** We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.
- **Team:** We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

Position Summary: The Executive Principal of Specialized Academic Programs is responsible for the strategic development and operational management of a comprehensive educational initiative. The dual purpose of this role is to prepare adult learners with disabilities for independent living within the community and to engage students in virtual learning opportunities. This role involves designing and implementing specialized curricula, overseeing staff and student assessments, and fostering partnerships with community organizations and service providers. The Executive Principal ensures compliance with relevant laws and regulations, manages the program's budget, and advocates for the needs and rights of learners. By promoting a supportive and inclusive learning environment, the Executive Principal plays a crucial role in empowering students to achieve their personal and vocational goals, enhancing
their quality of life and integration into society.

**Minimum Qualifications:**

**Education:**
- Master’s degree required

**Experience:**
- Two (2) years of experience with personnel recruitment, selection, and training
- Five (5) years of successful teaching experience
- Eight (8) years of educational leadership experience

**Specialized Knowledge, Licenses, Etc.:**
- Possess or ability to obtain Oklahoma principal and special education certifications
- Proficient in Microsoft Office Suite and Google Office Suite

**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.

- Ensures curriculum aligns with state and federal regulations and standards for students in the Tulsa Transition Academy (TTA) and the Tulsa Virtual Academy (TVA)
- Fosters a positive working environment where staff and faculty work cooperatively and hold each other accountable to reach high levels of student achievement
- Guides teachers in effective instructional strategies, supports professional development, and ensures high teaching standards
- Recruits, trains, and supervises educators and support staff
- Provides ongoing professional development opportunities for staff
- Conducts regular performance evaluations and offer constructive feedback
- Oversees the assessment of students’ needs, abilities, and progress
- Monitors Individualized Education Plans (IEPs) for each student
- Serves as administrative representative for IEP team meetings
- Ensures IEP goals are being met and adjusts as necessary
- Builds and maintains strong relationships with community organizations, employers, and service providers to increase access and opportunity for students to participate in community-based learning and internships
- Builds and maintains strong relationships with families
- Communicates effectively about individual student and school goals, achievements, and needs
- Monitors and assesses student performance, implements interventions to support struggling students, and promotes academic excellence
- Facilitates students' access to community resources, including healthcare, housing, and employment services
- Coordinates with partners and outside agencies to ensure comprehensive support for students
- Engages with families to provide support and resources to meet the needs of students
- Develops and manages budgets of TTA and TVA
- Seeks funding opportunities through grants and partnerships
- Ensures financial resources are allocated effectively to meet program goals
- Ensures the program complies with all local, state, and federal regulations
- Stays informed about changes in special education laws and policies
- Stays apprised of current trends and innovative practices in virtual education
- Implements evaluation methods to assess program effectiveness
Uses data to drive continuous improvement efforts
Collects feedback from students, families, and staff to refine program offerings
Leads the improvement of student achievement by implementing the Tulsa Model for teacher observation and evaluation with high levels of fidelity
Performs other duties, tasks, and services consistent with this position as assigned

Skills and Abilities Required:
The following characteristics and physical skills are important for the successful performance of assigned duties. Candidates are expected to meet the minimum requirements.
- Ability to manage both up and down and create buy-in from people with diverse perspectives and backgrounds for new ideas and approaches
- Open to change and applies critical thinking while developing solutions based on new guidelines, methods, and techniques
- Strong written and oral communication skills and the ability to craft compelling messages
- Commitment to working with students through an asset-based mindset and approach
- Ability to provide leadership and manage complex projects;
- Ability to facilitate professional learning for adult learners and staff development
- Ability to collect and analyze data to drive continuous improvement
- Exceptional interpersonal skills and strong verbal and written communication skills
- Specialized knowledge and expertise in special education and virtual education
- Teamwork and Collaboration
  o Ability to work well in a fast-paced and collaborative environment
  o Ability to develop and coach others

Customer Contacts:
- Internal: TPS district employees
- External: Students, families, community members, partnered vendors, local and state agencies

Supervisory Responsibility:
- Tulsa Transition Academy Staff and Tulsa Virtual Academy Staff

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.
- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district’s mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law. Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities.

If you need an accommodation during the application process, please contact the district’s talent management department at 918-746-6310 or the district’s human rights and title IX coordinator at 918-746-6985. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.