



Job Title: Principal

Department: School Administration

Reports To: Instructional Leadership Director

Grade: Elementary School: EG-7

Middle School: EG-8

High School: EG-10

Number of Days: 12 Months

Security Access: School Site

Overtime Status: Exempt

Last Revised Date: April 16, 2024

Oklahoma Teacher's Retirement: Mandatory Participation

Bargaining Unit: NA

Funding Source: District Paid

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 principal is responsible for setting the direction of the school, to achieve and sustain high levels of student achievement by strategically implementing the school's mission and vision. The principal will create a safe learning environment through effective leadership of all stakeholders, including faculty, staff, students, parents, and the community. The principal oversees all aspects of the instructional program, school environment and the operational / fiscal health of the school.

Minimum Qualifications:

Education:

- Master's Degree from an accredited institution

Experience:

- Five (5) years of successful teaching experience
- Two (2) years of educational leadership experience

- Two (2) years of experience with personnel recruitment, selection, training, management, labor relations, and supervision

Specialized Knowledge, Licenses, Etc.:

- Possesses Oklahoma Certification as a school administrator, or
- Possesses current out of state administrative certification.
 - It is the candidate's responsibility to contact the State Department of Education to apply for a reciprocal Oklahoma administrative certification to be issued prior to the start date of employment.
- Alternative administrative certification **may** be an option for individuals that hold a valid master's degree. It is the candidate's responsibility to contact the Oklahoma State Department of Education and present Tulsa Public Schools with their approved pathway for standard administrative certification prior to being formally considered for a principal position
- Proficient in Microsoft Office Suite and Google Office Suite
- Bilingual in Spanish/English preferred

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.

- Serves as the instructional leader of the building staff
- Articulates a clear and compelling vision grounded in strong and sustainable student achievement outcomes
- Manages personnel effectively through appropriate delegation, feedback, and evaluation
- Fosters a positive working environment where staff and faculty work cooperatively and hold each other accountable to reach high levels of student achievement
- Effectively evaluates teachers' classroom management, instructional practice while identifying high- and low-effectiveness performers, and provides clear and actionable feedback, resources, and support.
- Ensures all employees complete mandatory trainings as well as support employee development of interpersonal and leadership skills.
- Leads the improvement of student achievement by implementing the Tulsa Model for teacher observation and evaluation with high levels of fidelity
- Provides ongoing professional development for staff based on building data, best practices, and instructional research
- Models and promotes the continuous improvement cycle to inform practice and drive decision making and instruction
- Ensures district adopted, high quality teaching materials are used in every classroom
- Manages school resources (fiscal, talent management, facilities, and equipment, etc.) in compliance with district policies to support student achievement goals
- Fosters a safe and positive school climate by assessing, planning, and communicating with the school community
- Promotes distributive leadership while demonstrating understanding of and respect and appreciation for cultural diversity
- Promotes a positive tone for collaborative school/community relations by articulating the mission, seeking community support, and fostering rapport with all stakeholders
- Builds relationships with parents and guardians to ensure each student has a plan for success
- Attends extracurricular activities and events including but not limited to student performances, athletic events, parent conferences, parent teacher association meetings, and district events
- Performs other tasks, duties, or 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.

- Strong record of helping students achieve and sustain academic success, especially with minority and low-income students
- Belief that all students can learn and in the mission of educational equity
- Capacity to define a vision, build teams and achieve results despite obstacles
- Experience in strategic planning, resource allocation, distribution of leadership, and coordination of people and resources
- Success in leading adults
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- 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
- Ability to be an active listener with excellent interpersonal communication and writing skills

Customer Contacts:

- **Internal:** TPS District Employees
- **External:** Students, parents, vendors, contractors, community members

Supervisory Responsibility:

- School Site Certified and Support Staff

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

- Physical requirements consistent with an office setting
- Comfortable in a classroom setting
- Occasional travel between 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.