



Job Title: Associate Superintendent for Secondary Schools

Reports to: Superintendent
Department: Area Superintendent
Number of Days: 12 Months
Compensation: EL-9
Overtime Status: Exempt
Security Access: District
Date Job Revised: August 17, 2012

Position Summary: The Associate Superintendent assists the Superintendent and provides the leadership necessary to ensure the provision of the best possible educational opportunities for all students within Tulsa Public Schools service area.

Qualifications/Job Requirements:

Education:

- Master's degree in school administration or related field plus additional course work required for licensure as Principal or District-Level Administrator.
- Oklahoma administrative certificate (currently valid or expired).
- Have appropriate maintenance of administrative continuing education requirements.

Specialized Knowledge, Licenses, etc:

- Possess or be eligible for an Oklahoma district level administrative certificate/license.
- Valid driver's license.

Experience:

- At least five years' experience in school administration.
- Previous experience in a large, urban public school, district-level leadership.

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

- Demonstrated abilities related to strategic and tactical skills in thinking and problem solving; proven skills and experience in strategic planning, communicating a vision and goals to others and effectively implementing action plans throughout an organization.
- Demonstrated a history of team building, leadership and administrative skills.
- Demonstrated effective, positive human relations abilities in working with students, parents, teachers, support staff and administrators, as well as governmental agencies, business and industry and community groups.
- Demonstrated adept skills in utilizing "out-of-the-box" thinking and being a positive force within the district and community.
- Demonstrated successful experience in unifying, motivating, developing, supporting, empowering and trusting a high performing team of administrators, teachers, principals and support staff.
- Demonstrated current knowledge of best practices, continuous improvement strategies and high expectations for performance; commitment to maintaining high standards and increasing accountability for results at all levels.
- Demonstrated current knowledge of school reform theories.

- Demonstrated successful experience in working well in diverse economic, multicultural and multi-lingual communities and environments; culturally-competent.
- Demonstrate high energy, inspirational leadership; displaying vision, self-confidence, integrity and risk-taking; willingness to be a relentless and passionate advocate for all children.
- Demonstrate advanced written, verbal and listening skills; excellent organization skills.
- Demonstrated advanced experience with public school policy, procedure and management; thorough understanding of national, state and local educational goals and standards and operations of K-12 public education in Oklahoma.
- Demonstrated successful record of fiscal accountability and data-driven decision-making; managing a highly competent team to oversee daily operations and finances; highly developed accounting and budgeting skills; advanced ability to collect, analyze and interpret data.
- Demonstrated superior interpersonal skills and relations with the ability and experience to develop effective relationships.
- Demonstrated excellent public relations, leadership, facilitation, management, decision-making and collaboration skills.
- Demonstrated excellent technology skills.

Scope of Authority (If Applicable):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Indirectly supervises all employees across the district.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.
- Responsible for supervising budget development for the entire district in collaboration with the Superintendent, Chief Financial Officer and other division chiefs.
- Responsible for all areas of secondary schools in Tulsa Public Schools.
- Assist in the development of policies and administrative regulations needed by the Tulsa Public Schools pertinent to Secondary Schools.
- Assist in the development, supervision and evaluation of programs serving Secondary Schools in Tulsa Public Schools.
- Explore, develop and implement innovative collaboration teams and interdepartmental networks to enhance delivery, implementation, operation and evaluation of secondary educational program in Tulsa Public Schools.
- Manage, evaluate, maneuver, encourage, inspire, inspect, deliver high expectations to and effectively lead a collaborative, interdepartmental work team that assists Tulsa Public Schools' secondary schools in meeting district, state and national goals for excellence in student achievement.
- Work with administrators, principals, teachers and parent constituents relative to curriculum, administrative functions, instructional materials, and evaluation of secondary educational programs.
- Evaluate and inspect all secondary-level instruction and leadership relative to the mission and vision of Tulsa Public Schools.
- Work cooperatively with leaders of other departments and agencies, both interdepartmental and intra-departmental.
- Use management practices that promote collegiality, teamwork, and collaborative decision making among the team members.

- Provide effective two-way communication channel with staff, district employees, media, community, and the Board of Education.
- Encourage and promote effective incentive and recognition programs for exemplary employee performance.
- Ensure that collaborative team and personnel operations contribute to the attainment of district goals and objectives.
- Manage, approve and appropriate budgets relative to secondary school operations and instructional programs in Tulsa Public Schools.
- Attend Board of Education meetings and prepare monthly and annual reports on the status of programs and services.
- Supervise and assist in the development of state reports and grants, where appropriate.
- Remain abreast of legal and curricular developments and innovations.
- Represent Tulsa Public Schools at appropriate local, state and federal meetings.
- Advise the Superintendent on all matters relating to Tulsa Public Schools.
- Interpret the programs, philosophy and policies of Tulsa Public Schools to the Board of Education, staff, students and the community at-large.
- All other duties to be assigned by the Superintendent and the Board of Education as deemed appropriate.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.