



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

### **Job Description**

## **Job Title: Executive Assistant to the Associate Superintendent for Secondary Schools**

**Reports to:** Deputy Superintendent  
**Department:** Secondary Administration  
**Number of Days:** 12 Months  
**Compensation:** EL-06  
**Overtime Status:** Exempt  
**Date Job Revised:** June 30, 2011

**Position Summary:** To provide the instructional and curricular leadership that creates, implements, maintains and enhances excellence, creativity and achievement for all students. Directly oversee and evaluate the work of Elementary Principals. The Executive Assistant assists the Deputy Superintendent in all matters as defined by the Superintendent of Schools.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Hold or be eligible for the required Oklahoma State administrator certification.

##### **Specialized Knowledge, Licenses, etc:**

- Superintendent's Certificate and/or Ph.D.
- Principal Certificate
- Master's Degree in Education

##### **Experience:**

- Successful leadership as principal of a secondary school

##### **Specific Training/Skills:**

- Leadership ability in school administration, instructional strategies and assessment, curriculum development, professional development, program evaluation and improvement, supervision and evaluation, and instructional technology.

##### **Physical Requirements (If Applicable):**

- Be of sound mind and health with high and positive energy.
- Physical ability to perform all necessary duties, including reaching, lifting, eye-hand coordination.

##### **Other:**

- Ability to do appropriate reading, writing, math, reasoning, and understanding of policies and procedures and related information and to follow verbal or demonstrated instructions.

#### **Scope of Authority (If Applicable):**

- Keeps the Deputy Superintendent informed and works cooperatively with all other administrators in school and district-related matters.

#### **Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

- Assists in the development of budgets including staffing needs, instructional materials and resources and provision for the activities of the district.
- Assists with the developing and monitoring Federal budgets at the school level

#### **Customer Contacts:**

- Internal:
  - Promotes and assists in the coordination of effective communication.

- Works cooperatively with colleagues within the district and from other school districts.
- Serves on district committees, participates in district activities and represents the district as warranted, or as directed by the Deputy Superintendent
- External:
  - Promotes and assists in the coordination of effective communication.
  - Promotes effective communication among all members of the school community.
  - Seeks talent and support from the community to further the educational goals of the district.

**Duties and Responsibilities:**

**Leadership and Administration**

- Able to motivate, lead, guide and direct people.
- Performs job responsibilities using the Mission, Vision and Goals of the district as a guide.
- Uses a systematic approach to managing and improving the schools.
- Attends conventions and conferences to keep abreast of latest education trends.
- Ensures the policies, procedures and school rules promote a safe, respectful, and healthy school environment.
- Supervises the effective and efficient implementation of the educational and instructional programs in compliance with local, state and federal regulations and provisions of the district’s collective bargaining agreements with TCTA.
- Assists for the development of annual goals and action planning for teaching and learning.
- Assists in the creation of reports, records, and other paperwork as required by the Board of Education, the State Department of Education, Federal Government and Deputy Superintendent.
- Keeps the Deputy Superintendent informed and works cooperatively with all other administrators in school and district-related matters.
- Assists with appropriate professional development.
- Leads appropriate professional meetings.
- Assists with establishing and maintaining efficient administrative procedures to support the teaching and learning functions of the district.
- Performs other duties and assumes other responsibilities as may be assigned by the Deputy Superintendent.

**Curriculum and Instruction**

- Assists with the implementation of the curriculum aligned with state frameworks, student and teacher performance objectives, curriculum standards and proficiencies in all subject areas.
- Assists with the development, evaluation, and revision of curriculum and instruction and assists with the overseeing the implementation of approved programs. Assists with coordinating and articulating curriculum across subjects and grades.
- Assists with the formulation, planning and implementation of professional development program for teachers and administrators.
- Works with administrators in the evaluation of instructional materials.
- Provides leadership in developing plans for instructional research and studies at the school level.
- Responsible for assessing results of programs and addressing areas in need of improvement.

**Student Services**

- Works with principals and Student Services to develop plans for assessing and monitoring the progress of all students.
- Works with principals, Student Services and Special Education to oversee the planning and delivery of all state and federal funded education services.
- Works with principals, Student Services and Special Education to develop positive Behavior Plans for disruptive students.
- Works with principals and DRC to maintain individual student records and reports of suspensions and/or alternative education recommendations.

**Personnel**

- Supervises elementary principals in compliance with local, state, and federal law and the law and policies of the school district.
- Observes and evaluates annually the elementary principals in accordance with law and established Principal Evaluation Rubric as assigned by the Deputy Superintendent.
- Assist with developing and directing the orientation and induction program for new principals, including mentors.
- Promotes effective communication and cooperation among administrators.
- Assists in employing the most qualified and competent staff.
- Handles employee problems in accordance with applicable Board Policies, collective bargaining agreements, and/or

state/federal laws and regulations.

**Budget and Finances**

- Assists in the development of budgets including staffing needs, instructional materials and resources, and provision for the activities of the district.
- Conducts all financial operations and purchasing within the Board policies and applicable state/federal laws/regulations.

**School-Community Relations**

- Promotes and assists in coordination of effective communication.
- Visible in the schools, aware of current issues and activities in the schools.
- Has reasonable level of knowledge of administrators, staff and students.
- Has a reasonable level of knowledge of community events, concerns and accomplishments and direction.
- Serves on district committees, participates in district activities and represents the district as warranted, or as directed by the Deputy Superintendent.
- Develops and maintains positive working relationships with administrators, staff, students, parents and members of the community.

**Professional Growth**

- Sets goals for self-improvement
- Maintains a high level of competence in the field of education, remaining current in issues related to areas of responsibility.
- Maintains a high level of personal integrity and strong work ethic

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