



T U L S A

PUBLIC SCHOOLS

**Job Title:** High School Academic Assistant Principal – Innovation Schools

**Department:** School Administration

**Reports To:** High School Principal – Innovation Schools

**Grade:** EL-03

**Number of Days:** 190

**Security Access:** School Site

**Current Date:** March 28, 2013

**Overtime Status:** Exempt

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**Job Objectives:** Responsible for supporting the school vision to achieve and sustain high levels of student achievement. The academic assistant principal will collaborate with the school principal in the development, implementation and evaluation of instructional best practices. The assistant principal will focus specifically on providing provide teachers with targeted, content-specific feedback and resources and provide instructional capacity to support whole school transformation efforts.

**Minimum Qualifications:**

- **Education:** Minimum of an earned Master’s Degree from an accredited institution.
- **Experience:** Minimum of five years teaching experience, with at least 2 years of experience in a low-income, high-needs secondary school.
- **License:** Oklahoma certification as a secondary school administrator.

**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.

- Work in close collaboration with the Innovation Junior High School Principal to address the following leadership influences on student achievement:
  - For the School: Guaranteed and viable curriculum, challenging goals and effective feedback, parent and community involvement, safe and orderly environment, collegiality and professionalism.
  - For the Teacher: Instructional strategies, classroom management, classroom curriculum design.
  - For the Student: Home environment, learned intelligence/background knowledge, motivation 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.
- Assist the school principal in serving as an instructional leader of the building staff to achieve and sustain high levels of student learning and growth.

- Observe teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and provide clear and actionable feedback, resources and support.
- Assist the school principal in leading the improvement of student achievement by implementing the Tulsa Model for teacher observation and evaluation with high levels of fidelity.
  - Support principal in completing classroom walkthroughs and observation.
  - Write detailed feedback reports to accompany each observation and provide feedback on strengths and suggestions for growth (Personal Development Plans when appropriate).
  - Conduct one-on-one post-observation and coaching conferences with all observed teachers which allow opportunity to dialogue about specific areas of strengths and development.
- Collaborate with the principal to provide ongoing professional development for staff, based on an analysis of feeder school / assigned building data, observation data, best practices and instructional research.
- Collaborate with the Teacher and Leader Effectiveness Office to ensure all systems of feedback and support for teachers are fully implemented at Innovation schools.
- Model and promote the continuous use of data to inform practice and drive decision-making and instruction.
- Work with the counselors, teachers, students and parents in preparing learning plans for students.
- Work with the principal, teachers and staff in the development and implementation of the core components of the school's curriculum.
- Participate in personal development activities in order to acquire new skills, further develop instructional leadership expertise and expand knowledge of practices that accelerate student learning.
- Other duties as assigned by principal

**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.
- Commitment to the belief that all students can learn and to the mission of educational equity.
- Experience in leading adults to achieve results despite tremendous obstacles.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Keen 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.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Ability to manage the ambiguity and multiple priorities inherent in a school environment.
- Good time management skills and detail-oriented personality; excellent written and oral communication skills.

**Supervisory Responsibility:** Does not directly supervise any individuals.

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

- Subject to stress caused by a changing environment, tight deadlines and heavy workload.
- Be able to sit for long periods of time without a break.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

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.