



T U L S A

PUBLIC SCHOOLS

**Job Title: Principal Coach For Leadership Development**

**Department:** Teacher and Leader Effectiveness  
**Reports To:** TPS Fellow for Leadership Development  
**Grade:** EL-05  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center and all School Sites  
**Current Date:** July 26, 2012  
**Overtime Status:** Exempt

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**Job Objectives:** The Principal Coach for Leadership Development will provide needed support and mentoring to novice principals, thereby accelerating their effectiveness. Coach will support principals' development in regards to instructional leadership, school culture and climate, performance management and data-driven decision practices in alignment with Tulsa's leadership effectiveness framework.

**Minimum Qualifications:**

- Principal Certificate
- Master's Degree in Education
- Successful track record as school principal

**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.

- Assist the school leader in goal setting activities: gather pre-assessment data, set individual development goals and monitor growth through mid-year and end-year progress assessments.
- Build the new school leader's capacity to take ownership for continuous independent and collaborative professional growth.
- Provide high quality, relevant professional development for new principals through New Principal academy modules and study groups.
- Collaborate with the Teacher and Leader Effectiveness office, Professional Development and others to insure the delivery of high-quality, job-embedded, just-in-time professional learning for district and school administrators.
- Complete Blended Coaching training and apply blended coaching strategies and tools in service to new principals.
- Support the creation, development and implementation of monthly principal professional learning communities, PLC's, across TPS.
- Facilitate PLC participants learning using targeted strategies, professional best practices and current research-based literature.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of best practices in regards to coaching and mentoring, as well adult learning.
  - Proficient in Microsoft Office Excel, Access and Word.
- Maintain an updated coaching calendar reflecting scheduled meetings as well as time and attendance records.
- Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness; take a leadership role with colleagues in respecting the norms of confidentiality.
- Ability to effectively communicate both verbally and in writing, creating and delivering presentations.
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities.
- Strong organizational and interpersonal skills.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.

**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.

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