



T U L S A

PUBLIC SCHOOLS

Job Title:	Principal Intern
Reports To:	School Principal
Grade:	Teachers' salary Schedule Plus \$3,000 stipend
Number of Days:	190
Security Access:	School
Current Date:	March 11, 2014
Overtime Status:	Exempt

Job Objectives: The Principal Intern is a limited term assignment designed to develop and prepare principal aspirants for future leadership positions. This position provides additional administrative support to the School Principal in his/her home school. The Principal Intern shall be responsible for the organization and operation of a school under the direction and guidance of the School Principal.

Minimum Qualifications:

- Minimum of an earned Master's Degree from an accredited institution.
- Oklahoma Principal Certification.
- Preferred to have completed the Tulsa Public Schools Principal Aspirant Academy.
- Minimum of 3 years teaching experience.

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.

Under the Direction of the Principal:

- Serve as an instructional leader of the building
- Demonstrate effective public relations skills
- Perform administrative duties within the building
- Work with staff to improve student achievement by utilizing the components of the Tulsa Model
- Monitor lesson plans to ensure that they reflect the district pacing calendars
- Regularly observe teachers, provide specific non-evaluative feedback about their performance, and give suggestions for continuous improvement.
- Coach staff for improved performance
- Promote and communicate high expectations for students and staff performance in an enabling, supportive manner providing appropriate recognition
- Establish and maintain an environment that leads to positive staff morale and achievement of the mission of the District and the school
- Encourage staff to work collaboratively to improve instruction

- Work with staff to utilize test data to improve student performance
- Recruit and hire staff efficiently and effectively. Utilize available resources and conduct thorough reference communication to assure that candidates selected meet the needs of the school and the organization, maintaining high expectations of the school/organization
- Work with staff to resolve conflicts consistently and quickly
- Follow district policies to ensure a safe and well organized building
- Effectively manage administrative responsibilities (as assigned by the School 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
- 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.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Good time management skills and detail-oriented personality; excellent written and oral communication skills

Supervisory Responsibility: None

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

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.