



T U L S A

PUBLIC SCHOOLS

**Job Title:** Assistant Principal, Elementary School

**Department:** School Administration

**Reports To:** School Principal

**Grade:** EL-01

**Security Access:** Building Site

**Current Date:** March 25, 2013

**Overtime Status:** Exempt

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**Job Objective:** Responsible for supporting the school vision to achieve and sustain high levels of student achievement. The assistant principal will collaborate with the school principal in the development, implementation and evaluation of instructional best practices. The assistant principal will also provide organizational support to ensure efficient school operations.

**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 an elementary 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.

- 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.
- Collaborate with the principal to provide ongoing professional development for staff, based on an analysis of feeder school / assigned building data, best practices and instructional research.
- 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.
- Help develop policies and organizational procedures to:
  - Implement the instructional program.
  - Provide harmonious staff relations;
  - Secure a safe physical environment for pupils and staff
  - Secure wholesome school-community organizations which work within the school.
- Assist in the day to day operations of the school, including, but not limited to reports, discipline, facilities, conferring with students and/or parents, and scheduling standardized testing.
- 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.
- Assist in coordination and implementation of parental and community engagement strategies.
- Use effective, positive interpersonal communication skills.
- 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 an school environment.
- Good time management skills and detail-oriented personality; excellent written and oral communication skills

**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.