



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Principal Intern

Reports to: School Principal
Compensation: 190 day contract, plus \$3000 Stipend
Overtime Status: Exempt
Date Job Revised: May 25, 2006

Position Summary: The Principal Intern is a limited term assignment designed to develop and prepare principal aspirants for future leadership positions. This position provides additional supervisory 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.

Qualifications/Job Requirements:

Education:

- Minimum of an earned Master's Degree from an accredited institution.

Specialized Knowledge, Licenses, etc:

- Oklahoma principal certification
- Preferred to have completed the Tulsa Public Schools Principal Aspirant Academy.

Experience:

- Minimum of five years teaching experience.

Customer Contacts (Internal and External):

- Internal: Administration, teachers, students, support staff.
- External: Parents, community agencies.

Duties and Responsibilities:

- Serve as an instructional leader of the building staff under the direction of the School Principal.
- Demonstrate effective public relations skills.
- Perform administrative duties within the building as provided by directives from the School Principal.
- 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 feedback about their performance, and give suggestions for continuous improvement.
- Coach staff for improved performance.
- Promote and communicate high expectations of students and staff performance in an enabling, supportive manner and provide appropriate recognition.
- Establish and maintain an environment that leads to positive staff morale and to achievement of the mission of the District and the school.
- Encourage staff to work collaboratively to improve instruction.
- Work with staff to use test data to improve continuous student performance.
- Under the direction of the School Principal, 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 conflict issues consistently and quickly.
- Follow district policies to ensure building is safe and well organized.
- Effectively manage administrative responsibilities as assigned by the School Principal.
- Work with the School Principal to develop action plans to improve the results on the Accountability Plan.