



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

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

**Reports to:** School Principal  
**Compensation:** Education Leadership Grade 1  
**Number of Days:** 185 Days  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** The assistant school principal shall assist the school principal for the organization and operation of the school within the framework of the existing policies of the Tulsa Public Schools.

#### **Qualifications/Job Requirements:**

##### **Education:**

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

##### **Specialized Knowledge, Licenses, etc:**

- Oklahoma certification as an elementary school administrator

##### **Experience:**

- Minimum of five years teaching experience.

#### **Customer Contacts:**

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

#### **Duties and Responsibilities:**

- Perform administrative duties within the building as directed by the principal in accordance with the directives and policies from the Superintendent.
- Assist the principal in serving as an instructional leader of the building staff through assistance in the selection of materials, assignment and evaluation of teachers, and in-service courses.
- 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.
- 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.
- Observe teachers and provide instructional assistance as needed.
- Work with specialty area teachers, and staff to coordinate and integrate curriculum and instruction.
- Implement and schedule all standardized testing as assigned by the principal.
- Promote student centered learning.
- Participate in personal development in order to acquire new skills and knowledge that supports school programs.
- Assist in the development, coordination and implementation the school's site-based plan, accountability plan and school marketing plan.
- Participate in school governance activities.
- Assist in coordination and implementation of a parental and community involvement program.
- Work with district level curriculum coordinator, director and other employees to ensure integration and coordination of the district's programs.

- 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.
- Use effective, positive interpersonal communication skills.
- Independently identify and solve problems.
- Assume other responsibilities as designated by the principal.