



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Assistant Principal, High School

Reports to: School Principal
Compensation: Education Leadership Grade 3
Number of Days: 200 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 a secondary 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.