



Job Title:	Principal Intern
Department:	School Administration
Reports To:	School Principal
Grade:	Teachers' salary schedule plus \$3,000 stipend
Number of Days:	190
Security Access:	School Site
Overtime Status:	Exempt
Last Revised Date:	January 3, 2018

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

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 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:**Education:**

- Minimum of an earned Master's degree from an accredited institution

Specialized Knowledge, Licenses, etc.:

- Oklahoma Principal Certification

Experience:

- Minimum of five years of successful teaching experience, with at least one year of leadership experience in a low-income, high-needs secondary school

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)

Other:

- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

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

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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
- 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 committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.