



Job Title: Principal

Department: School Administration

Reports To: Instructional Leadership Director

Grade: EG-07 Elementary; EG-08 Middle/Junior High; EG-10 High School

Number of Days: 12 Months

Security Access: School Site

Overtime Status: Exempt

Last Revised Date: December 14, 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: A Tulsa Public Schools transformational leader is a learner, a contributor, and a designer who strives toward Destination Excellence, disrupting the status quo in order to better serve students and the community by intentionally synergizing the five tenets of actionable leadership - Instructional Expertise, Strategy, Relationships and Culture, Leadership Development, and Operations. This transformational leader's work is not linear and synergizes one or more of the domains through a strategic mindset that keeps stakeholders (students,

staff, families, and community) at the center of the work.

Minimum Qualifications:

Education:

- Master's Degree from an accredited institution

Specialized Knowledge, Licenses, etc.:

- Grade appropriate Oklahoma certification as a school administrator

Experience:

- Minimum of five years of successful teaching experience with at least two years of leadership experience

Preferred Experiences: Those who are most successful as a Tulsa Public Schools transformational leader have:

- Experience working in an urban school setting preferred
- Experience leading diverse groups of students towards achieving and sustaining academic and social success
- Experience in strategic planning, resource allocation, and coordination of people and resources
- Demonstrates record of success in leading adults; prior experience with personnel recruitment, selection, training, management, labor relations and supervision
- Evidence of the use of data in the decision-making process and strong analytical and problem-solving skills
- Evidence of increasing professional impact
- Demonstrates the ability to reflect and adapt
- Models the ability to give, receive, and act upon feedback

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.

Instructional Expertise – Create powerful learning experiences for all students

- Leads entire school to a shared belief and ownership of instructional equity to ensure the academic success of all students
- Develops the capacity of an instructional leadership team to grow teachers through observation and feedback, coaching, professional learning and/or collaboration utilizing the Tulsa Way for Teaching and Learning structures and tools
- Evaluates teacher performance through effective use of the Tulsa Model for Educator Effectiveness
- Ensures the strategic implementation of curriculum resources that meet the demands of Tulsa Public Schools' college and career ready learning expectations
- Ensures selection and implementation of a school-wide assessment strategy that leads to teacher data analyses and action plans that improve student outcomes
- Supports the inclusion of social and emotional learning structures in the academic development of the whole child

Strategy – Drives a schoolwide compelling vision of equity through strategic planning, change leadership and school improvement, and innovative practices

- Communicates and invests stakeholders in developing and sharing a compelling vision of equity for all students
- Implements an on-going strategic school planning process that includes the frequent review of data and progress toward school performance framework goals
- Leads sustainable, school-wide change and school improvement with calculated urgency
- Initiates innovative thinking and ideas in response to identified obstacles to students' success
- Leverage the expertise of teachers and teacher teams to achieve student achievement goals
- Models and communicates a vision for excellence through a relentless focus on educational equity for all students
- Manages effective marketing, recruitment and retention strategies to sustain and / or grow the school community
- Sets rigorous and attainable school performance goals, and consistently monitors progress toward those goals through multiple data sources
- Is accountable for the attainment of school performance goals

Relationships and Culture – Leads a positive, inclusive school community that supports the development of the whole child and meaningfully engages students, families and community members in an effort to cultivate a safe, supportive, and joyful school culture

- Creates shared ownership, responsibility and ownership of the school's vision and school performance goals
- Develops and supports a culture of adult social and emotional learning
- Identify and mitigate inequities within the school to ensure that student and family diversity and culture is valued
- Creates a welcoming and inclusive school community that partners with families to support the development of all students
- Empowers the school community and families to share ownership and responsibility for student learning
- Faces difficulties with courage and consistently acts with moral fortitude in accordance with our beliefs
- Analyze and respond to student and family survey data to ensure joyful and rigorous learning experiences for all students
- Addresses challenges in a proactive, balanced, respectful and inclusive manner
- Leads the school in the formation and sustainability of strong, positive, supportive adult-student relationships
- Develop culturally responsive structures and supports systems to ensure family and student access

Talent Development – Recruits, selects, retains and grows a highly effective leadership team and staff, developing a culture of continuous learning that maximizes staff and student morale and performance

- Identifies teacher leaders and develops their capacity to lead teams through professional learning, feedback, and coaching
- Provides differentiated supports to teachers at all stages of their development

- Strategically sources, selects and cultivates high potential talent
- Makes talent development a priority component of the ongoing school planning process
- Designs and implements a strategic employee retention strategy

Operations – *Achieves school goals by driving results, maximizing resources and ensuring effective management of school systems and operations*

- Collaboratively and creatively leverages and maximizes people, time and resources to improve student outcomes and adult learning
- Utilizes systems thinking for efficiency of school routines, processes and operations
- Skilled at creating school schedules that support strong instruction and SEL component through maximizing available resources
- Displays ability to work collaboratively with others on a team
- Performs other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- School-based faculty and staff

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.