



**Job Title:** Principal, International Language School, Elementary

**Department:** School Administration  
**Reports To:** Instructional Leadership Director  
**Grade:** EG-06  
**Number of Days:** 12 Months  
**Security Access:** School site  
**Overtime Status:** Exempt  
**Last Revised Date:** January 3, 2018

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**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:** International Language Schools provide unique language programs for students in kindergarten through fifth grade. Possible formats include one-way immersion, dual immersion and full language immersion, depending on the program. The principal is responsible for setting the vision for achieving and sustaining high levels of student achievement and strategically implementing the school's mission through effective leadership of all stakeholders, including faculty, staff, student, parents, and the community. The principal oversees all aspects

of the instructional program, school environment and the operational / fiscal health of the school.

**Minimum Qualifications:**

**Education:**

- 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

**Other:**

- Fluency in a language associated with the school's program

**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.

- He or she shall have as a prime responsibility the improvement of instruction
- Effectively communicates the school's goals
- Serves as an instructional leader of the building staff
- Provides ongoing professional development for staff and demonstrates a commitment to sound research-based instructional practices
- Develops policies and organizational procedures to:
  - Implement innovative instructional programs
  - Provide harmonious staff relations
  - Provide a safe physical environment for pupils and staff
- Secures wholesome school-community relations by cooperating with community organizations which work collaboratively with the school
- Utilizes and promotes technology at all levels
- Demonstrates effective public relations skills
- Performs other administrative duties within the building as provided by directives and policies from the superintendent
- Leads the improvement of student achievement by utilizing the components of the Tulsa Model
  - Leads ongoing instruction for all staff members about the components of the Tulsa Model
  - Monitors lesson plans to ensure that they reflect the district pacing calendars
  - Plans and facilitates professional development to increase staff knowledge about effective instruction
- Regularly observes teachers, provides specific feedback about their performance, and gives suggestions for continuous improvement
- Fosters a positive school climate by assessing, planning, and communicating with the school community while demonstrating understanding of and respect and appreciation for cultural diversity
- Utilizes a variety of methods to receive feedback from students and faculty on improving the school climate
- Engages staff in making changes based on student, faculty and community feedback

- Promotes and communicates high expectations of students and staff performance in an enabling, supportive manner and provides appropriate recognition
- Establishes and maintains an environment that leads to positive staff morale and to achievement of the mission of the District and the school
- Creates an environment that recognizes the diverse needs of students, faculty and community
- Promotes collaborative leadership and continuous renewal in school/organizational improvement efforts while dealing sensitively and equitably with all persons/groups.
- Encourages staff to work collaboratively to improve instruction
- Identifies, analyzes, and applies research findings to ensure continuous improvement
- Works with staff to use test data to improve continuous student performance
- Provides professional development based on strengths and weaknesses of staff
- Recruits and hires staff efficiently and effectively. Utilizes available resources and conducts thorough reference communication to assure candidates selected meet the needs of the school and the organization, maintaining high expectations of the school/organization
- Manages personnel effectively through appropriate delegation, planning and evaluation; fosters an environment where staff and faculty work cooperatively together
- Provides opportunities for professional growth, promotes leadership roles, and recognizes exemplary performance
- Works with staff to resolve conflict issues consistently and quickly
- Makes appropriate recommendations relative to personnel placement, transfer, retention, and dismissal
- Provides effective direction to staff on improving performance. Holds staff accountable for effective instruction
- Does not ignore performance issues; identifies performance issues quickly, takes appropriate steps to correct performance deficiencies
- Manages monetary items, staff projections and staff allocations in compliance with district policies
- Manages the school budget appropriately
- Follows district policy on the handling and use of student activity funds
- Provides accurate student projections for determining staff allocations
- Hires staff in accordance with the resources allocated to the school
- Keeps an accurate control and accounting, in accordance with district policy, of physical assets such as textbooks, equipment, furniture, etc.
- Manages facility functions responsibly
- Building is clean and well organized
- Follows district policies to ensure building is safe and well organized
- Effectively manages administrative responsibilities
- Manages and/or monitors all facilities and equipment effectively and efficiently
- Encourages the community to utilize the facilities
- Promotes an environment where principal and staff are accessible; rules are applied consistently to promote good citizenship
  - Principal is visible and accessible to students
  - The faculty is actively involved with students in and outside the classroom in such a way as to promote good citizenship in the student body

- The school does not have excessive suspensions
- Suspension guidelines are administered fairly and consistently
- The student Code of Conduct is clearly communicated and consistently applied
- Promotes a positive tone for collaborative school/community relations by articulating the mission, seeking community support, and fostering rapport while demonstrating an awareness of cultural activities
  - Works with parents to resolve issues quickly; has minimal complaints
  - Articulates the school/District mission to the community and solicits its support in making that mission become a reality
  - Identifies community needs which affect the education of children
  - Promotes an environment that encourages volunteer involvement
  - Promotes an environment that encourages community involvement in the school
- Provides leadership in professional growth through active participation, professional conduct and dissemination of ideas that foster mutual respect between the District and the larger community
  - Provides clear, accurate feedback to staff on professional development needs to improve instruction
  - Improves leadership skills through professional development activities and disseminates that knowledge to other professionals
  - Coaches staff for improved performance
  - Develops staff for advancement
  - Takes on leadership opportunities at the district level
- Promotes an environment where the school is continuously improving on the items defined in the Accountability Plan
  - Clearly communicates performance expectations to staff for improving the results on the Accountability Plan
  - Develops action plans to improve the results on the Accountability Plan
  - Engages staff so they take responsibility in improving performance indicators on the Accountability Plan
  - Partners with other schools to share and learn initiatives that are being used to improve the performance indicators on the Accountability Plan
  - Has improved the school's results on the Accountability Plan over the last year or has a rating that exceeds standards

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Strong instructional leader who has a strong knowledge of curriculum design and best instructional practices with a specific focus on immersion and language acquisition programs
- Bilingual; trilingual candidates highly preferred
- Ability to build strong relationships and interact with different stakeholder groups and community members
- Ability to lead and support an experienced and knowledgeable staff while continuing to strive for excellence and holding high expectations for all students
- Must possess a high level of cultural sensitivity and be able to work effectively in multicultural settings

**Supervisory Responsibilities:**

- Responsible for the supervision and evaluation of building assigned certified and support employees

**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.*