

SANTA FE SOUTH SCHOOLS, INC.



CHRIS BREWSTER ~ SUPERINTENDENT

ALEX SOUZA ~ ASSISTANT SUPERINTENDENT

4825 South Shields Blvd. Oklahoma City, OK 73129
405.601.5742 fax.405.601.5435

www.santafesouth.org

JOB TITLE: Early Childhood Center Principal
REPORTS TO: Superintendent or his/her designee
Number of Days: 220 days

BASIC FUNCTION:

The Early Childhood Center principal serves as the school and educational leader responsible for development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Administers the program in accordance with board policies, statutory requirements, and administrative rules and regulations. Serves as an advocate for the staff, school, and school community as appropriate.

Major Duties and Responsibilities:

- **Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff:**
Develops and sustains focus on a shared mission and clear vision for improvement of learning and teaching with the development and maintenance of a high-performance leadership team. Engages stakeholders in the essential conversations for ongoing improvement. Facilitates collaborative processes with stakeholders leading toward continuous improvement. Creates opportunities for shared leadership within the school.
- **Providing for school safety:**
Effectively engages the entire community to develop a more nuanced/expanded understanding of what it means to be safe. Provides for the physical, intellectual, and emotional safety in order for effective teaching and learning to take place.
- **Leading the development, implementation, and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements:**
Recognizes and seeks out multiple data sources. Analyzes and interprets multiple data sources to inform school-level improvement efforts. Implements data driven plan for improved teaching and learning. Assists staff in using data to guide, modify and improve classroom teaching and learning.
- **Assisting instructional staff with alignment of curriculum, instruction and assessment with state and local district learning goals:**
Provides leadership that ensures fidelity to the prescribed curricula that is in alignment to state and local district learning goals. Ensures alignment and implementation of best instructional practices to state and district learning goals.
- **Monitoring, assisting, and evaluating effective instruction and assessment practices:**
An effective leader is knowledgeable about and deeply involved in the design and implementation of the instructional program: Prioritizes effective teaching by visiting classrooms regularly and working with teachers on instructional issues. Develops a working knowledge and ability to lead district initiatives. Participates in professional development regarding district initiatives. Monitors instruction and assessment practices ensuring alignment with the School Improvement Plan. Assists staff in developing required student growth plan and identifying valid, reliable sources of evidence to

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effectiveness. Assists staff in implementing effective instruction and assessment practices.

- **Managing both staff and fiscal resources to support student achievement and legal responsibilities:**

The management of hiring, assignments, evaluations, ongoing professional development and the fulfillment of legal responsibilities is required. Decisions are made about resources that result in improved teaching and learning.

- **Partnering with the school community to promote student learning:**

Understands the greater community and works to establish a genuine partnership model between home and school. Aligns school and community efforts and values as a work in progress that must be nurtured, sustained, and monitored, and is able to influence others to adopt the same understanding. Community engagement decisions are made that result in improved teaching and learning.

- **Demonstrating commitment to closing the achievement gap:**

Uses evidence to support student improvement. Identifies barriers to achievement and knows how to close resulting gaps. Demonstrates a commitment to close the achievement gap. Provides evidence of growth in student learning.

Leadership and Governance:

- a. Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner. Ensures proper conduct which goes beyond the practice of avoiding what is wrong and instead focusing on choosing to do what is right. Serves as a champion for the school and the district, avoiding actual or perceived behavior personally, or among the staff, which may cast a negative impression on the school, the District, or the Board.
- b. Models and promotes trust, enthusiasm, rapport, respect and openness among faculty, staff, students, and members of the community. Celebrates successes and recognizes the achievements of others.
- c. Creates a professional environment by assuring that personal and staff interactions with others in the school, community, and board are conducted with utmost respect and professionalism.
- d. Honors the ideas of others even when in disagreement with those ideas. Works collaboratively to resolve disagreements and seek mutually respectful solutions.
- e. Actively participates in meetings, workshops and conferences that involve decisions affecting the district and/or the school. Advocates for the school needs by providing input to the decision making process of the district. Respects, supports, and implements decisions once made and acts to ensure that staff are equally supportive.
- f. Participates in school academic, athletic, and co-curricular activities to supervise and advocate for the school.
- g. Required to follow board policies; stay abreast of updates/changes.
- h. Performs other duties as assigned.

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Minimum Qualifications:

- Valid Oklahoma or other state* Elementary School Administrative credentials.
- Five (5) successful years of teaching experience, strongly preferred, or comparative experience.
- Prior experience as Early Childhood administrator preferred, or comparative experience.
- Ability to create a safe, orderly, positive school climate for students and staff.
- Ability to foster growth, creativity, and flexibility using a variety of techniques.
- Ability to facilitate resolution of complex interpersonal issues.
- Demonstrate successful experience in shared decision-making, program development, staff supervision and evaluation.

*Must secure an Oklahoma Administration Certification as soon as possible.

How to Apply:

Qualified interested applicants should submit letter of interest and resume to:

jobs@santafesouth.org

Santa Fe South Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.