

Oklahoma Department of Corrections
Unclassified Job Descriptor

PRINCIPAL

Basic Purpose:

Positions in this job administer the offender educational programs for multiple department facilities; provide supervision to the teaching staff, evaluate curriculum and classroom work, and conduct staff meetings.

Typical Functions:

- Prepares and revises classroom schedules for teachers and offender students; makes teacher assignments, and supervises classroom performance.
- Provides leadership to teaching staff in the planning, scheduling and development of educational programs; leads staff meetings; visits classes to observe, and evaluate performance of teachers; confers with teachers and suggests measures for improving instructional methods; advises teachers of special methods to use in special or problem cases.
- Confers with and advises the appropriate administrator concerning the daily school routine, administrative problems and curriculum, participates in administrative staff meetings.
- Plans, organizes and administers the facilities' academic programs in accordance with state statutes, Department of Education accreditation regulations and department policies and procedures.
- Ensures assigned teaching staff meet training and development requirements for continued professional certification.

Knowledge, Skills, and Abilities:

Knowledge of current school administration principles and practices; of modern teaching methods; of the psychology of exceptional behavior; of methods of testing; of learning disabilities; and of state education program standards. Skill in planning a school curriculum; evaluating instructional procedures; conducting teacher meetings; evaluating teacher performance and effectiveness. Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships.

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Education and Experience:

Statutorily Required: Title 70 O.S. 6-189 B., master's degree, such other professional education and requirements as may be fixed by the State Board of Education, and a minimum of two (2) years' successful teaching, supervisory or administrative experience in public schools.

Minimum Qualifications: see statutory requirements

Preferred Qualifications: Educational requirements equivalent to or exceeding those listed above and three (3) plus years of supervisory or administration experience in an educational setting.