

Oklahoma Department of Corrections
Unclassified Job Descriptor

SENIOR PRINCIPAL

Basic Purpose:

Positions in this job assist in the coordination of the educational program for the department; assists in the supervision and direction for principals and/or Correctional Teacher II (CT II); serves as a liaison to other state agencies and other entities with responsibilities for educational standards, accreditation, and grants.

Typical Functions:

- Provides oversight, guidance, and evaluation for department principals and/or CT II and ensures the academic programs are administered in accordance with applicable statutes, regulations, departmental operations and field memoranda.
- Assists the School Superintendent in the development of system wide staff development programs in accordance with statutes, Department of Education regulations, departmental policy and American Correctional Association (ACA) standards; ensures that each member of the professional staff meets minimum development requirements for continued professional certification on an individual basis and for continued accreditation of the education system as a whole.
- Prepares annual grant requests, program evaluation reports, and needs assessment reports as required by the State Board of Education and federal regulatory agencies.
- Plans curriculum offerings and prepares the annual application for accreditation by the State Board of Education; reviews program operations for compliance with accreditation standards.
- Monitors and ensures the maintenance of all permanent records of educational accreditation and American Correctional Association (ACA) files.

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; of state educational program standards; and of grant application and writing. Ability to plan and evaluate school curriculum, to prepare annual and fiscal reports, to assess needs and monitor compliance with regulations and standards; to develop and maintain effective working relationships; to communicate effectively both orally and in writing.

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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, administrative certification, 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 four (4) plus years of educational administration experience.