

TURKEY FORD SUPERINTENDENT/PRINCIPAL

Vacancy Description: The Turkey Ford Board of Education, in rural Wyandotte, Oklahoma, is seeking a Superintendent/Principal of Schools for the 2025-2026 school year. The district currently has 104 students in PK-6.

The Deadline for Receiving Applications is March 14th, 2025

Qualifications:

Oklahoma Superintendent Certification or Alternative Certification required

Prior Principal or Superintendent Experience preferred.

Central Office Experience preferred.

Application Procedure:

Submit Application to:

- mail or physical address:

Turkey Ford School

Attn: Crystal Clark

23900 S. 670 Rd.

Wyandotte, OK 74370

- e-mail

cclark@turkeyford.net

Materials required for consideration:

- Completed application form
- Letter of application directed to the Turkey Ford Board of Education.
- Current Resume with five references
- Copies of college/university transcripts
- Evidence of Oklahoma Superintendent's Certification or eligibility thereof
- Other supporting documents that would enhance the application file

Contact Information:

For more information or questions, please contact:

Julie Holloway

Superintendent

Phone: 918-786-4902

jholloway@turkeyford.net

Job Objectives:

- Commitment to high academic standards and improved student achievement
- Ensuring financial sustainability
- Providing a safe and positive learning environment
- Developing a performance-based culture
- Supporting continued development of teachers and staff
- Fostering community and parent support
- Participation in and oversight of the Board-approved vision, mission and strategic plan to include implementation of short-term and long-term goals
- Compliance with federal, state and district level policy

Performance Expectations:

- Creation and leadership of a shared vision. Communicates a vision of quality education and motivates others to work together to achieve the vision
- Demonstrate honesty, integrity, fairness and high ethical standards
- Development of curriculum and provision of instructional leadership
- Implementation of reform and change initiatives
- Update and develop policy to meet Board-approved goals and comply with legislative changes
- Effectively interview, hire and support faculty/staff
- Makes timely decisions and recommendations
- Builds a culture of trust while delegating and empowering staff to make decisions with clear accountability measures
- Develops current performance-based culture and works to improve performance, transparency and collaboration
- Enforces a mutually respectful atmosphere
- Maintains the students' best interest always
- Brings an open and participatory process to problem-solving
- Demonstrates effective communication and interpersonal skills
- Accessible to Board members, staff and the community
- Demonstrates effective, authentic and ongoing community and stakeholder engagement strategies
- Prepares for and oversees accreditation certification
- Acts as the Curriculum Director and District Test Coordinator (DTC)
- Demonstrates expertise in or a willingness to learn financial management
- Understands the budget process and aligns it to district priorities
- Engages granting agencies, philanthropic community and others to gain commitment and continued financial support
- Participates in long-range planning
- Shows sensitivity and respect for diverse backgrounds and cultures
- Presents clear recommendations and decisions
- Accepts disciplinary responsibilities for students as well as staff
- Performs the duties of Federal Program Coordinator and oversees Special Education
- Serves as the District Transportation Director
- Manages well/water and sewer operations to include chlorination certification and testing.
- Performs other duties and exercises as may be required by law and/or the Board of Education.