



Head of the Grammar School

Location: Tulsa Classical Academy - Tulsa, Oklahoma

Reports to: Headmaster

Work Hours/Days: *Year round, including a school day schedule (normally 7 a.m. to 4 p.m.) and staff work days during the school year.

Desired Start Date: Immediately

*Please note you will need to attend training in Hillsdale, MI, for up to 10 days in June. TCA and Hillsdale cover travel, lodging, and food.

Position Summary:

“Our mission is to train the minds and improve the hearts of young people through content rich classical education in the liberal arts and sciences with instruction in the principles of moral character and civic virtue.”

Tulsa Classical Academy is a liberal arts academy in the Western tradition. At the heart of our culture is the school’s mission, it is the source of unity. We are a Hillsdale Member school and work closely with them in the implementation of our classical curriculum and pedagogy. We are deeply committed to the recovery of the true and holistic education of the human person. The great men of Western Tradition, such as Plato, Aristotle, Quintillian, Cicero, Aquinas, and Lincoln, understood education as the sculpting of man’s soul and the right ordering of his loves. True education consists in the pursuit of both intellectual and moral virtue, in a word wisdom. At Tulsa Classical Academy, we are looking for people committed to this vision for education to join us in the recovery of the art of teaching and true education as well as the restoration of Western Tradition.

Essential Functions:

- Promote the school's mission and vision
- Build an excellent school culture by holding students and staff to high academic and behavioral standards and modeling/living our school's 10 core virtues

- Hire, coach, and support K-6 teachers and support staff (Teaching Assistants, Substitute teachers, and others) in classroom management, pedagogy, testing, grading, parent communication, and goal-setting for personal development
- Provide timely communication to teachers and staff about upcoming events, development opportunities, and deadlines
- Support and Coordinate testing
- Assist teachers in setting up gradebooks, planning for parent-teacher conferences, and related tasks
- Help with parent information nights and outreach events as needed
- Support Dean of Students with timely handling student discipline concerns
- Coordinate with Director of Student Services about meeting IEP and 504 plan requirements
- Actively contribute in school leadership team meetings on a weekly and quarterly basis
- Demonstrate consistent and reliable attendance by adhering to assigned work hours, reporting on time, and following proper procedures for absences or tardiness to ensure minimal disruption to students, colleagues, and school operations.
- Other duties as needed

Requirements:

- Commitment to the mission and vision of Tulsa Classical Academy of Tulsa, Oklahoma
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- Commitment to high moral character necessary to sustain ordered liberty and constitutional self-government
- Extensive classroom experience preferred
- Masters degree preferred
- All faculty will be required to participate in a study of Tried and True by Daniel Copeland and The Abolition of Man by C.S. Lewis
- Excellent interpersonal, oral, and written communication skills, and the ability to effectively articulate information and issues
- Superior organization, communication, and computer skills
- Proven ability to work in a fast-paced and deadline-oriented environment
- Ability to develop positive and professional relationships with team members
- Ability to provide excellent customer service and always maintain confidentiality and professionalism
- Willingness to support the school leadership team as needed
- Adherence to all school policies.

Benefits Available:

- Employer covers the monthly premium for certain benefit options of health, dental, and vision
- Employer offers a percentage match to a retirement investment account

- Paid time off, sick pay
- Additionally, extensive training and mentoring opportunities, including partnerships with Hillsdale College for K-12 teachers, foster professional growth and development

Physical Requirements:

- Prolonged periods of sitting/standing at a desk
- Must be able to lift up to 15 pounds
- Must be able to traverse the classroom and school building

Mandatory Background Checks: In alignment with our commitment to student safety, all candidates are required to undergo a comprehensive background check, which includes reviewing criminal records and will require fingerprinting. Please be aware that certain findings in the background check may disqualify a candidate from employment in a school setting. These may include, but are not limited to:

- Convictions for violent crimes, such as assault or domestic violence.
- Convictions for offenses against children, including abuse or endangerment.
- Drug-related offenses, particularly those involving the distribution or trafficking of controlled substances.
- Applicants must successfully complete a drug screening.
- Certain felony convictions, depending on their nature and recency.
- History of certain misdemeanors that may raise concerns about a candidate's suitability for working in an educational environment. Submission of this application signifies your consent to this process and understanding of these criteria.

Verification of Qualifications: For roles that demand specific qualifications or certifications (such as teaching credentials), you will be asked to provide verifiable proof. We also conduct reference checks to validate your professional history and qualifications

Adherence to Oklahoma Education Laws: Our recruitment process strictly follows the guidelines and regulations set forth by the Oklahoma Department of Education. We expect all applicants to be familiar with and adhere to these standards.