

Principal

Masterwork Academy



Our vision

Masterwork Academy is a ministry of First Church Tulsa. Established in 2017 and framed by a Christian worldview, Masterwork Academy provides training in the fine arts for under resourced students who would not otherwise have the opportunity to pursue formal arts education.

Our vision is to see every child who participates in Masterwork come to live into their identity as a Masterwork through the transforming power of Christ. We pursue this vision through our mission of cultivating in children a love for Jesus through mastery in the arts.

First Church Tulsa is an orthodox and evangelical faith community in the Reformed tradition, called to make fully-devoted followers of Jesus Christ: inwardly strong, outwardly focused. Our belief statement can be found here:

<https://firstchurchtulsa.org/about/beliefs>

The role

The Principal works closely with the Executive Director to establish the scope and sequence of Masterwork Academy's curriculum. The Principal manages the Academy's programmatic execution, teaching staff, and student body. He or she works directly with Masterwork students, serving as a spiritual leader, encourager, and primary authority figure. This individual leads Academy instructors in defining and developing day-to-day activities and establishing a positive, fruitful learning environment and Christ-centered culture. Masterwork Academy's Principal also works closely with the Principal(s), counselor(s), and teachers of our Tulsa Public School partner school(s).

Job details

Essential Functions	Scope & Benefits
60% Leading day-to-day programming at Masterwork.	Full-time, year-round
20% Culture building. Builds and sustains positive relationships at all connection points.	Exempt, based on 40 hours per week
20% Operational management: meetings, community events, professional development, etc.	Health, vision, dental available

Statement of Understanding

I have received, read and understand the general requirements of this job (cont. on page 2).

Signature of Applicant

Date

Signature of Manager

Date

Key responsibilities

- Presents and models the gospel of Jesus Christ in all work activity.
- Actively engages with students and families related to participation in Academy programs.
- Develop metric for academic and behavioral measures based on student grade level. Includes using and managing Masterwork Academy database.
- Ensures all student records are up-to-date and secure. Includes registrations, parent/guardian contacts, attendance, MAP scores, and other data points.
- Builds and maintains effective relationships with Masterwork students, families, internal staff, volunteers, and Tulsa Public Schools.
- Works with Executive Director to develop and maintain policies and define processes and procedures for the Academy.
- Manages the schedule of activities and student flow. Oversees transitions to and from school. Manages daily dismissal.
- Addresses disciplinary issues. Follows up with parent/guardian if necessary. Maintains record of student behavior and communication with student and parent/guardian.
- Generates regular reports defining attendance and student progress, tracking program effectiveness, student participation, and identifying issues for review and evaluation by the Executive Director.
- Works with the Executive Director on annual planning, goal setting, and implementation of objectives.

Expectations

- Faithfully represents Jesus Christ and Masterwork Academy as an ambassador of Masterwork to the community at all times, especially at school site events and relevant community meetings or events.
- Occasional overtime may be required, but comp time is given. Weekend responsibilities are rare but are occasionally necessary.
- Reports to the Executive Director of Masterwork Academy. Serves as the direct report for Academy Instructors.

Key skills and experience required

- Preferably a Bachelors degree in education, child development, or similar field.
- Five years of experience managing an educational program/organization.
- Ability to inspire, encourage, and educate children.
- Deep Bible knowledge and obvious life application of Biblical Truth.
- Proven ability to supervise, manage, and train staff and volunteers.

How to apply

Email and/or send resume to tmoseley@firstchurchtulsa.org or call 918-584-4701. For additional information about the role, call Jenette McEntire, Masterwork Academy Executive Director, at 918-954-1101 or email jmcentire@masterworkacademy.org.