



# Buffalo Public School

605 S.E. 2<sup>nd</sup>

P.O. Box 130

Buffalo, OK 73834

(580)735-2448~Fax (580)735-2619

**Mr. Dale Spradlin-Superintendent**

***dspradlin@buffalo.k12.ok.us***

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## Principal Position Opening

**Start Date: July 1, 2025**

### **Description**

The Principal shall be responsible for the organizational operation of the school within the framework of the existing policies of Buffalo Public Schools to ensure that the school is run in an orderly and effective manner.

The Principal also works closely with the Superintendent to design and implement effective operational systems.

The Principal will perform additional job related responsibilities and duties within the district as assigned and/or as needed.

The Principal will be able to step in and perform all duties related to the overall administration related to the effective operations of Buffalo Public Schools.

The Principal will supervise all programs, activities, and competitions at the school site.

Additional qualifications include but not limited to the following:

- Must be able to communicate effectively orally and in writing
- Prime responsibility for the improvement of instruction
- Effectively communicate the school's goals
- Serve as the instructional leader of the building staff
- Work with counselor and registrar to development and maintain accurate master scheduling and student schedules, student records,

- and transcripts in accordance with school, local, state, and federal requirements
- Prepare, write, edit, and publish student/parent and staff handbooks
  - Coordinate and manage school assemblies and school testing programs with counselor and staff
  - Coordinates and manages all staff assigned duties, school assemblies and activities
  - Coordinate safety protocols and drills to match state and local regulations
  - Ensure compliance with all state, federal and policies related to public school operations and accreditation
  - Plans and facilitates professional development to increase staff knowledge about effective instruction
  - Regularly observes and evaluates teachers and provides specific feedback about their performance
  - Principal is visible and accessible to students
  - Works with parents to resolve issues thoughtfully and quickly.

### **Necessary Qualifications:**

Valid Oklahoma Department of Education Certificate in Administration

Master's Degree

Successful experience as Classroom Teacher

### **Application Documents**

Resume, Cover letter, Copy of Transcripts, Reference list and copy of Teaching/Administrative Certificate

Submit documents to Dale Spradlin, Superintendent Buffalo Public Schools

[dspradlin@buffalo.k12.ok.us](mailto:dspradlin@buffalo.k12.ok.us)