

First Methodist Church
1115 S. Boulder Ave.
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Founding Principal, Kingswood Academy

Position Description

Overview

Kingswood Academy is a new Christian elementary school at First Methodist Church of Tulsa, opening in fall 2027 with Kinder Prep through second grade. Its mission is to develop the whole child—mind, heart, and character—so children are known, challenged, and formed in the Christian faith. **The Founding Principal** will work with the Head of School to build school culture, academics, policies, systems, and faculty. Initially, the role will combine leadership with classroom teaching and evolve as enrollment and staffing grow.

Expectations

- A living faith in Jesus Christ, strong commitment to the mission and values of Kingswood Academy and First Methodist Church, and passionate embrace of the person and work of the Holy Spirit.
- A genuine love for children, families, and teachers and a conviction that every child is uniquely created by God.
- A founding mindset: energy for creating something new, comfort with uncertainty, and willingness to build rather than simply maintain.
- Humility, wisdom, compassion, integrity, initiative, and the ability to remain calm, positive, and good-humored under pressure.
- Ability to see the big picture, attend to details, solve problems resourcefully, adapt as the school grows, and collaborate with the Head of School while taking appropriate initiative.

Qualifications

Required

- Master's degree in educational leadership, administration, curriculum, or a related field.
- Elementary teaching and demonstrated leadership experience, with strong communication, organizational, relational, and problem-solving skills.
- Willingness and ability to serve in a hybrid teaching and administrative role during the school's early years.

Preferred

- Experience as a principal or school administrator, particularly in private or Christian education, plus experience with accreditation or approval, school development, faculty hiring, or launching new programs.

Specific Responsibilities

I. Founding and Pre-Launch Leadership

- Translate the school's mission and vision into practical programs, policies, schedules, handbooks, and operating systems.
- Participate in accreditation and approval processes, including documentation, compliance, and preparation for review.
- Assist with curriculum selection, classroom preparation, enrollment, marketing, and other launch priorities.

II. Christian Leadership and School Culture

- Model and actively support the Christian mission, values, and culture of Kingswood Academy.
- Integrate biblical truth and Christian formation throughout Bible instruction, chapel, prayer, service, and daily school life.
- Cultivate a school culture in which every child is known, valued, appropriately challenged, and encouraged to grow in faith, character, and wisdom.

III. Academic and Instructional Leadership

- Help select, implement, and evaluate curriculum that aligns with the school's mission, vision, and educational philosophy.
- Promote critical thinking, clear communication, creativity, curiosity, and a lasting love of learning.
- Establish academic expectations and effective systems for monitoring and supporting student growth.
- Guide teachers in creating engaging, challenging, and developmentally responsive learning experiences.

IV. Hybrid Principal and Teacher Role

- Serve as a classroom teacher, anticipated to include Kindergarten, during the school's early years.
- Balance classroom and administrative responsibilities while maintaining strong relationships with students and families.
- Transition toward increased administrative and instructional leadership as enrollment and staffing grow.

V. Faculty Recruitment and Development

- Identify staffing needs and help develop position descriptions as the school grows.
- Recruit, screen, and interview prospective faculty and staff in collaboration with the Head of School.

- Ensure that employees are aligned with the school's mission, Christian values, educational philosophy, and culture.
- Support faculty through onboarding, coaching, professional development, encouragement, evaluation, and accountability.

VI. Student and Family Relationships

- Build strong, authentic relationships with students and families and maintain a visible, accessible presence in the school.
- Support enrollment and admissions efforts and help prospective families understand the school's mission and educational philosophy.
- Partner with families and teachers to address student needs and foster a welcoming, connected school community.

VII. Operations and School Growth

- Establish effective systems for daily operations, communication, student records, safety, events, and school procedures.
- Collaborate with the Head of School on growth, staffing, facilities, programming, and long-term development.
- Maintain compliance with applicable regulations and accreditation requirements.
- Contribute wherever needed to help the school operate effectively and perform other duties assigned by the Head of School.

Accountability and Position Structure

The Founding Principal reports directly to the Head of School and works within a collaborative leadership structure. Until enrollment reaches approximately 40–50 students, the Principal will maintain a teaching assignment alongside designated administrative responsibilities. As the school grows, the role will transition toward greater responsibility for instructional leadership, faculty development, student and family support, and daily administration.

Status/FLSA: Full-time, exempt.

Compensation: Annual salary and benefits package.

About First Methodist Church of Tulsa

First Methodist is a nondenominational, evangelical church in the Wesleyan tradition committed to making fully committed followers of Jesus Christ who are grounded in the Word, alive in the Holy Spirit, and sent on mission. Our vision is to see our city and world transformed by followers of Jesus Christ through biblical teaching, Spirit-filled worship, evangelism, and local & global missions for the sake of the Kingdom of God.

To Apply

Submit your resume, cover letter, and one or two reference letters to Samantha Grant by email (samanthagrant@tulsafmc.org).