Head of School Western Gateway Elementary School

Location: Oklahoma City, Oklahoma | **Grades Served:** PK–5 | **Start Date:** To Be Determined | **Employment Type:** Full-time

The Western Gateway Elementary School Board of Directors is seeking a qualified, experienced, and dynamic leader to serve as its Head of School.

About Western Gateway Elementary School

Western Gateway Elementary School serves students in grades PK–5 in Oklahoma City, with the possibility of adding grade 6 in the near future. We are committed to providing a safe, welcoming, and academically rigorous environment where every child can learn and grow, and where families and the community are partners in student success.

Position Summary

Western Gateway Elementary School is seeking a dedicated and experienced educational leader to serve as Head of School. The Head of School provides vision and overall leadership for the school, oversees instructional programs, staff, operations, and finances, and works with the governing board, families, and community partners to ensure high-quality learning for every student.

Key Responsibilities

- Provide instructional leadership and promote a culture of high expectations and continuous improvement for students in all grades served by the school
- Oversee curriculum, assessment, and instructional practices aligned with Oklahoma Academic Standards
- Recruit, supervise, support, and evaluate teachers and staff
- Develop and manage the school budget and ensure responsible use of resources
- Ensure compliance with federal, state, and local laws, regulations, and board policies
- Serve as the primary liaison to the governing board, reporting regularly on school performance and operations
- Build strong relationships with families, community organizations, and other stakeholders
- Promote student safety, well-being, and positive school climate
- Support early childhood education and smooth transitions from PK through elementary grades
- Availability to work nights, weekends, and extended hours as needed
- Occasional travel on behalf of the district

Qualifications

Required:

- Master's degree in educational administration, leadership, or a related field
- Appropriate certification, or eligibility to obtain it
- Prior experience as a school administrator (principal, assistant principal, or equivalent)
- Demonstrated record of instructional leadership and student achievement in dual-language programs.
- High level of proficiency in English and Spanish
- Strong communication, organizational, academic leadership skills.

Preferred:

- Internal applicants with demonstrated success working within the Western Gateway Board, community, staff, parents, and students.
- Experience in elementary and/or early childhood education
- Experience working with diverse student populations and urban school communities
- Familiarity with Oklahoma education policy and funding and/or the ability to delegate those duties with proper oversight.

Compensation and Benefits

Salary and benefits will be commensurate with experience and qualifications.

Start Date

Anticipated start date of January 1, 2027

How to Apply

Interested applicants should submit the following materials:

- A cover letter summarizing qualifications and motivations for seeking the position of Head of Schools
- A two-page resume that includes past employment and supervisors, qualifications, and other information pertinent to the position
- Three professional references with cell phone and email contact information
- If not a current or past WGES employee, unofficial copies of transcripts

Application materials are due by 9:00 AM, November 16, 2026, via email to Dr. Tom Deighan, Interim Superintendent at tdeighan@wges.school

Any inquiries should also be emailed to Dr. Deighan.

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Western Gateway Elementary School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.