



## Classification Description

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**Job Title:** Principal, FSWCHS

**Pay Grade:** FSWCHS

**Job Code:** 2500

**FLSA Status:** Exempt

### **Job Purpose**

This is a highly responsible professional and managerial position charged with providing the leadership necessary to develop and administer educational programs offered through the Collegiate High School.

### **General Responsibilities**

#### **Essential Functions**

Directs and coordinates educational, administrative, safety and counseling activities to ensure compliance with state higher education and K12 standards.

Reports expenditures to school districts, develops and coordinates educational programs through meetings with staff, reviews and supervises teachers' activities.

Confers with teachers, students and parents concerning educational and behavioral problems in school.

Establishes and maintains liaison with school district, community (home school and private school organizations), and other educational support providers to coordinate educational services.

Directs the allocation of supplies, equipment, and instructional materials; coordinates course schedule with College faculty and academic progress for dual enrollment; applies for federal and state grants available to charter schools.

Directs preparation of class schedules, cumulative records and attendance reports.

Hires teachers and staff, directs their activities, and evaluates their performance.

Physically monitors building and property to ensure safety and security.

Plans and monitors school budget.

May develop and administer educational programs for students with special needs.

## PRINCIPAL, FSWCHS

Attends Board of Trustees meetings as needed.

May perform studies and assignments and serve on special task committees.

Develops reports and conducts research as required.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree from a regionally accredited institution of higher education.

Must hold Florida certification in Educational Leadership, School Principal, or Administration and Supervision.

Three (3) years of experience in administrative, leadership positions in K-12 education management, preferably in a high school environment.

Experience with budgeting process and full time equivalent data collection, charter school funding, and secondary/postsecondary fiscal procedures and processes.

Classroom experience. Strong interest in innovative high school programs.

Experience in recruiting/public relations.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Knowledge of:

- Dual enrollment, early College programs and charter school operations/legislation;
- Current practices in the administration of secondary school programs;
- Federal and state laws, state regulations; curriculum development;
- Current subject matter in areas taught;
- Student confidentiality requirements;
- Supervisory principles/procedures;
- Staff development; and
- School improvement process/Southern Association of Colleges and Schools accreditation (including analysis of student data as it relates directly to instruction and student performance).

## PRINCIPAL, FSWCHS

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

**Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 28, 2008. Revised: September 23, 2009, February 1, 2011, July 1, 2014, May 29, 2018, October 2, 2018.