



Classification Description

Job Title: Principal, FSWCHS

Pay Grade: Administrator

Job Code: 6500 (Lee)/6300 (Charlotte)

FLSA Status: Exempt

Job Purpose

The Principal provides strategic, instructional, and operational leadership for Florida SouthWestern Collegiate High School (FSWCHS). This position is responsible for developing, implementing, and evaluating educational programs; promoting student achievement and a safe, supportive learning environment; overseeing faculty, staff, budgets, and school operations; and ensuring compliance with applicable laws, regulations, charter requirements, College policies and procedures, and accreditation standards. The Principal collaborates with College leadership, school districts, families, and community partners to advance the school's mission and support students in successfully completing high school and college-level coursework. This is an Administrator position serving under an annual contract.

General Responsibilities

Essential Functions

Directs and coordinates educational, administrative, safety, and counseling activities to ensure compliance with applicable state higher education and K-12 standards.

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

Confers with teachers, students, and parents or guardians regarding educational and behavioral problems in school.

Establishes and maintains liaison with school districts, community organizations, including homeschool and private-school organizations, and other educational support providers to coordinate educational services.

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

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

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

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Monitors the school building and property to ensure safety and security.

Plans and monitors the school budget.

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

Attends Board of Trustees meetings, as needed.

May conduct studies, complete special 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 to determine if she/he can 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 an administrative leadership position in K-12 education, preferably in a high school environment.

Experience with budgeting processes and full-time equivalent (FTE) data collection, charter-school funding, and secondary and post-secondary fiscal procedures and processes.

Classroom teaching experience and a strong interest in innovative high-school programs.

Experience in recruitment and 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;
- Applicable federal and state laws and regulations;
- Curriculum development;
- Current subject matter in the areas taught;

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- Student confidentiality requirements;
- Supervisory principles and procedures;
- Staff development; and
- School improvement processes and Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) accreditation, including analysis of student data as it relates directly to instruction and student performance.

Demonstrated ability to:

- Think critically and creatively, demonstrate a high standard of integrity, and 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 involving numerous and diverse demands.
- 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 strong organizational skills and attention to detail.
- 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 effectively with various 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 knowledge of applicable written standards and procedures and the ability to read, interpret, and follow procedural and policy manuals related to the assigned job duties.
- 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 words, actions, 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 establish productive working relationships and communicate and collaborate with others to achieve common goals.

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- 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, and August 27, 2026 .