

Job Title: Principal

School Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Position Summary: Responsibilities include the traditional duties of a school principal, with added oversight and management responsibilities to enable functioning as an independent LEA. The Principal reports directly to the Furlow Governing Board.

Essential duties include, but are not limited to:

Educational Leadership

- Supervise and evaluate faculty, chairs, and other personnel
- Communicate a consistent academic vision
- Maintain current knowledge of curriculum/instruction, including PBL (project based learning), service-learning, and looping
- Cultivate academic programs, using data towards evidence-based interventions
- Work with faculty & staff to prepare and implement long- and short-term goals related to student achievement

Chief Operating Officer

- Implement policies of the Furlow Governing Board, act as liaison between Board and school staff
- Report regularly to the FCS Board regarding the status of programs and policies
- Attend board and committee meetings, supporting the FCS Board in accordance with the strategic plan and applicable rules and regulations

Organizational Management and Strategic Planning

- Provide administrative leadership in planning for continuous improvement in academics, support services, organizational stability, operations, and financials
- Keep the FCS Board informed of financial, legal, and strategic matters; work with board on various committees
- Honor all local, state, and federal regulations pertaining to LEAs; oversee compliance and reporting, appropriately respond to infractions

Personnel and HR Management

- Establish systems and programs to optimize recruiting/selection processes
- Ensure legal compliance with regard to employment; oversee personnel assignment and administration of HR policies/programs
- Recommend salary changes or dismissal/renewal of staff to the FCS Board, consulting with CFO as appropriate

Student Support Services, Sped, And Title Programs Oversight

- Work with Counselors, Assistant Principal, Federal Program Director, SPED Director, CFO, Data Manager, and others to
 - Monitor support services, data collection, and reporting
 - Implement behavior/discipline policies/programs
 - Maintain programs for health & safety
- Work w/SPED and Federal Programs Directors to ensure compliance with guidelines, including 504, IEP, and federal-title reporting/procedure
- Evaluate performance of administrative personnel

Facilities and Financial Management

- Prepare long- and short-term plans for facilities; ensure maintenance of property
- Work with CFO to prepare budget and ensure integrity of financial reporting

School Promotion and Community Involvement

- Work to reach all areas of Sumter County and increase school applications
- Promote and facilitate diversity in students, faculty, and curriculum
- Oversee positive communication with students and families about academic progress, individual needs, graduation plans, and college planning
- Facilitate collaboration, fundraising, and outreach with community stakeholders

Ethics

- Conduct all school business according to the highest ethical standards

Required Qualifications and Experience

- Master's Degree or higher from accredited institution in education, administration, or related field
- Minimum 5-years classroom teaching
- Georgia certification as school admin or equivalent credential in another state with requirement to attain Georgia certification
- Leadership experience w/preference to proven record as school principal or similar
- Knowledge of education law and charter school policy
- Proven abilities in communication, professional standards, and ethics
- Experience working with diverse student bodies
- Citizenship, residency, or work VISA in U.S.A.

Preferred but Not Required

- Experience in a PBL environment
- Experience in a charter school, especially state-approved
- Extensive experience as a school administrator

How to Apply:

- Interested candidates should email the following to sduff@furlowcharter.org
 - A cover letter explaining your interest in the position.
 - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.