

Principal, Middle

JOB DESCRIPTION

FLSA Status:

Exempt

COMPENSATION:

Compensation for this position is Administrative range VIII

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution
2. Five (5) years of teaching and three (3) years as an assistant principal or in an equivalent administrative non-school-based position
3. Satisfactory completion of the principal training program/ aspiring leaders
4. Valid Florida certification as School Principal/ Educational Leadership.

REPORTS TO:

Superintendent

JOB GOAL:

This position provides the vision and leadership necessary to develop and administer educational programs that optimize the human and material resources available. These programs will ensure the implementation of learning processes for all students, leading to enhanced student achievement in providing a safe and successful school for students, staff, parents, and the community in support of enhanced student learning.

SUPERVISES:

Administrative, Instructional, and Support Personnel

PERFORMANCE RESPONSIBILITIES:

Provides leadership for and management of programs and processes related to instruction, school operations, compliance with school charter contracts, personnel management, business management, student support services, student activities, and community involvement. This includes but is not limited to the following:

- * achieving results on the school's student learning goals and directing energy, influence, and resources toward data analysis for instructional improvement, development, and implementation of quality standards-based curricula;
- * demonstrating that student learning is their top priority through practical leadership actions that build and support a learning organization focused on student success;
- * working collaboratively to develop and implement an instructional framework that aligns

curriculum with state standards, effective instructional practices, student learning needs, and assessments;

- * recruiting, retaining, and developing an effective and diverse faculty and staff; focusing on evidence, research, and classroom realities faced by teachers;
- * linking professional practice with student achievement to demonstrate the cause-and-effect relationship;
- * facilitating effective professional development;
- * monitoring implementation of critical initiatives;
- * securing and providing timely feedback to teachers so that feedback can be used to increase teacher professional practice; knowledge of Lake Wales Charter Schools' due processes;
- * Provide structure for and monitoring of a school learning environment that improves learning for all of the school's diverse student population;
- * employing and monitoring a decision-making process that is based on vision, mission, and improvement priorities using facts and data;
- * managing the decision-making process, but not all decisions, using the technique to empower others and distribute leadership when appropriate;
- * establishing personal deadlines for self and the entire school;
- * using a transparent process for making decisions and articulating who makes which decisions;
- * actively cultivating, supporting, and developing other leaders within the school, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders;
- * managing the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment;
- * effectively managing and delegating tasks and consistently demonstrating fiscal efficiency to include the operational budget;
- * understanding the benefits of going deeper with fewer initiatives as opposed to superficial coverage of everything;
- * using appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by practicing two-way communications, seeking to listen and learn from, and building and maintaining relationships with students, faculty, parents, and community;

- * managing a process of regular communications to staff and community, keeping all stakeholders engaged in the work of the school;
- * recognizing individuals for good work;
- * maintaining high visibility at school and in the community;
- * demonstrating personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and showing their understanding of the research;
- * engaging in professional development opportunities that improve personal and professional practice and align with the needs of the school system;
- * generating a professional development focus in their school linked to the system-wide strategic objectives.
- * Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated behaviors related to each of the essential performance criteria for the position of a Florida School Leader as follows: Student Learning Results, Student Learning as a Priority, Instructional Plan Implementation, Faculty Development, Learning Environment, Decision Making, Leadership Development, School Management, Communication, Budget Management, and Professional and Ethical Behaviors. Bilingual/bi-literate preferred.

PHYSICAL REQUIREMENTS:

Medium Work: Requires sitting for a portion of the day and the ability to lift, carry, move, and position objects infrequently weighing up to 50 pounds. Maybe required to restrain a physically active individual as a temporary safety measure. Involves travel to schools and work locations within the System.

Date Last Revised: 5/2/2024