



School Principal Job Description

Job Purpose:

Oversee all school operations, including daily school activities. Coordinate curriculums, manage staff, and provide a safe and productive learning environment for students. They serve as the heart and soul of the learning environment, driving the academic success and well-being of all students while cultivating a vibrant and thriving school community. This vital role encompasses a diverse spectrum of responsibilities, each focused on a singular mission: to empower every student to reach their full potential and flourish within a nurturing, inclusive environment.

Qualifications:

- Bachelor's degree from an accredited institution.
- A valid Florida Educator Certificate is preferred.
- Master's degree in educational leadership, School Administration, or a related field is preferred.
- A minimum of 3 years of successful school-based leadership with consecutive summative performance ratings of effective or highly effective is preferred.
- Certificated as a School Principal in the State of Florida is preferred.
- A minimum of 3 years of successful experience in a leadership or equivalent role within a school setting (elementary, middle, and high school) is preferred demonstrating a strong track record of improving student outcomes and fostering a positive school climate.
- Charter School Leadership experience or proven adaptability in charter school field is required.
- Proven ability to collaborate effectively with diverse stakeholders, including educators, students, families, and community members.
- Strong leadership skills, including the ability to:
 - Set a clear vision and mission for the school.
 - Develop and implement strategic plans to achieve goals.
 - Motivate and inspire others.
 - Make sound decisions based on data and evidence.
 - Hold themselves and others accountable for results.
- Excellent communication and interpersonal skills, with the ability to build trust and rapport with diverse audiences.
- Strong understanding of curriculum and instruction, aligned with state standards and best practices.
- Commitment to equity and inclusion, ensuring all students have opportunities to succeed.
- Proficiency in data analysis and technology for informed decision-making.
- Experience with managing school finances and resources responsibly and effectively.
- Unwavering commitment to ethical leadership and professional conduct principles.
- Proven experience fostering inclusive and equitable learning environments.
- Deep understanding of systemic barriers and demonstrated ability to address them collaboratively.
- Track record of ethical decision-making and responsible resource management.

Essential Functions:

Instructional Leadership:

Cultivating a Positive Learning Environment:

- Create and maintain a safe, respectful, and student-centered environment where every learner thrives.
- Establish a culture of learning through comprehensive systems that address student misconduct fairly and constructively.



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Empowering Educators:

- Provide timely, actionable feedback aligned with standards to support and coach educators in their professional development.
- Equip educators to identify and address student needs, minimizing achievement gaps.

Recruiting and Retaining Talent:

Recruiting the best:

- Implement recruitment strategies to attract and hire qualified and diverse educators and staff.
- Attract diverse, highly effective, and compassionate educators dedicated to igniting literacy and fueling academic achievement for all students (a).
- Pinpoint the specific needs of our instructional personnel in areas like standards-aligned content, evidence-based pedagogy, technology integration, and data-driven planning (c).
- Craft a school-wide professional learning plan rooted in the needs of both educators and students, adapting it as necessary for continuous improvement (d).
- Offer differentiated, need-based opportunities for growth, leveraging a deep understanding of adult learning strategies and diverse learning styles (e).
- Continuously monitor and evaluate professional learning initiatives, ensuring alignment with System and school goals (f).
- Conduct regular and insightful evaluations of professional practice, providing timely, actionable feedback to assistant principals and educators to drive continuous improvement (g).
- Dedicate time and resources to nurturing a professional environment steeped in collaboration and commitment to our shared vision, mission, and core values, fostering mutual accountability and growth (h).

Recruitment and Hiring:

- Screen and interview candidates, ensuring compliance with legal and ethical guidelines.
- Make hiring recommendations based on qualifications, experience, and alignment with school values.
- Onboard new staff members, providing them with essential information and resources.

Employee Relations:

- Maintain positive and professional relationships with all employees.
- Address employee concerns and complaints promptly and fairly.
- Conduct performance evaluations and provide feedback for professional development.
- Manage disciplinary actions in accordance with established policies and procedures.

Compliance and Policy:

- Ensure compliance with all applicable laws, and regulations regarding human resources.
- Conduct investigations into alleged violations of policies and procedures.

Data and Reporting:

- Collect, analyze, and report on human resources data, such as employee demographics, hiring trends, and turnover rates.
- Use data to inform decisions about recruitment, retention, and professional development.
- Prepare reports for school leadership and other stakeholders.



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Leadership in Achieving a Shared Vision:

- Partner with System leaders, educators, and community members to forge a unified vision and mission aligned with system goals, state priorities, and current best practices.
- Utilize academic data alongside stakeholder input to create a compelling vision focused on student success and academic growth for all.
- Champion the development, implementation, and modeling of a shared educational vision, mission, and core values that prioritize the academic and personal well-being of all students.
- Design and implement systems that strategically advance the established vision and mission, adapting and reflecting as needed for continuous improvement.
- Celebrate individuals who contribute to the school's success, fostering a culture of shared ownership and achievement.

Driving Continuous Improvement:

- Utilize a data-driven approach to identify and address safety and security concerns within the school environment.
- Collaborate with stakeholders to develop and implement policies that reduce chronic absenteeism and out-of-school suspensions.

Building Leadership Expertise:

Effective School Operations:

- Manage the school's fiscal resources responsibly and ethically through sound budgeting, decision-making, and accounting practices.
- Optimize student learning by strategically assigning personnel and resources to match individual needs.
- Utilize data, technology, and communication systems to improve operational efficiency and effectiveness, ensuring safety, positive climate, and student success.
- Create and maintain secure school environments that prioritize the well-being of students, staff, families, and the community.

Building Strong Relationships:

- Foster effective communication and conflict resolution skills within the school community.
- Keep the school community informed about local, state, and federal regulations and best practices.
- Develop strong relationships with feeder schools, district offices, and governing boards.

Promoting a Culture of Excellence:

- Cultivate a school climate and culture of high expectations where all students can thrive.
- Ensure curriculum and instruction align with state standards and district curricula, promoting literacy and academic achievement.
- Implement evidence-based intervention, acceleration, and enrichment programs to meet the diverse needs of all learners.
- Encourage data-driven decision-making and ongoing progress monitoring to ensure student success.
- Navigate change effectively by providing support, encouragement, and transparent communication.
- Foster the continuous professional growth of all educators.



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Professional Growth:

- Attend to personal learning and effectiveness by engaging in need-based professional learning, modeling self-reflection practices, and seeking and being receptive to feedback.
- Adhere to the professional learning standards adopted by the State Board of Education in Rule 6A-5.069, F.A.C., in planning and implementing professional learning, monitoring change in professional practice, and evaluating impact on student outcomes.

Operating Standards:

- Uphold the highest ethical standards by adhering to the Principles of Professional Conduct for the Education Profession in Florida and fostering an inclusive and equitable learning environment that respects the rights and freedoms of all (Sections 1001.42(8), 1002.20, 1003.42(3), 1014.04, F.S.).
- Champion ethical conduct by leading by example in personal interactions, decision-making, and resource management. Ensure ethical behavior within the school, holding yourself and others accountable to high standards (Rule 6A-10.081, F.A.C.).
- Proactively address barriers impacting student success and well-being within the school, family, and community. Demonstrate a commitment to equity and fairness for all.
- Advocate for students by ensuring state, local, and governing board policies are followed while always prioritizing the best interests of students.

Knowledge:

- Understanding of state standards, best practices, and innovative instructional strategies.
- Proficiency in analyzing data to inform decision-making and utilizing technology effectively.
- Knowledge of budgeting, accounting, and efficient resource allocation.
- Familiarity with relevant laws, regulations, and policies governing schools.
- Understanding of diverse student needs and the ability to foster an inclusive learning environment.
- Knowledge of best practices and strategies for supporting educator growth.

Skills:

- Ability to set a clear vision, create strategic plans, motivate and inspire others, and hold themselves and others accountable.
- Building strong relationships and working effectively with diverse stakeholders.
- Skilled in written and verbal communication, able to convey information clearly and persuasively.
- Ability to make sound decisions based on data, evidence, and diverse perspectives.
- Identifying and analyzing complex issues, developing and implementing solutions.
- Ability to mediate and resolve conflicts constructively.
- Effectively managing their own time and the time of others.
- Assigning tasks appropriately and providing clear expectations.
- Fostering positive and collaborative relationships within the school community.

Abilities:

- Analyzing information objectively and drawing sound conclusions.
- Responding effectively to change and unforeseen circumstances.
- Proactive and able to work independently.
- Understanding and appreciating diverse perspectives and experiences.
- Managing emotions effectively and creating a positive school climate.
- Committed to continuous learning and professional development.



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PHYSICAL REQUIREMENTS:

- Ability to walk, sit, and stand for extended periods throughout the day, navigating various school environments (classrooms, hallways, etc.).
- Ability to clearly and effectively communicate (talk, listen, and ask questions) with students, staff, and parents in a professional and respectful manner. This includes the ability to convey (express) detailed or important spoken instructions accurately and appropriately.
- Ability to perceive speech and other environmental sounds at normal loudness levels in order to effectively communicate, receive instructions, and maintain safety awareness.
- Ability to see clearly at a distance sufficient to read numbers and text, operate equipment, and inspect materials necessary for the job duties.
- May require climbing stairs or accessing elevated areas for inspections or supervision.
- Ability to participate in physical activities with students during events or recess (optional but encouraged).
- Ability to operate a computer and other office equipment efficiently.
- Fine motor skills for writing, signing documents, and manipulating materials.
- Ability to read and review documents clearly.
- Ability to bend, kneel, or crouch may be required in certain situations, such as assisting students or observing classroom activities.
- Ability to observe and monitor student activity effectively.
- Ability to understand verbal communication in various settings (meetings, classrooms, etc.).
- May occasionally need to lift and carry light objects (books, materials, etc.).
- School environments can be noisy and stimulating. The ability to tolerate these conditions is essential.

EQUAL EMPLOYMENT OPPORTUNITY:

Orlando Science Schools is committed to providing equal employment opportunities and employs all qualified persons without regard to race, color, religion, age, sex, national origin, disability, or any other classification protected by federal, state, or local laws.

JOB DESCRIPTION DISCLAIMER:

The duties and responsibilities specified are not a thorough list and additional tasks may be assigned to the employee from time to time as required by business necessity.