



Academy at the Farm, Inc. Charter School

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JOB TITLE: PRINCIPAL

JOB DESCRIPTION:

To assist the Director with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school.

To provide the leadership and vision necessary to create an atmosphere conducive to student learning at the highest possible level appropriate to age group, and to assume responsibility for the assigned learning community. Priority is on the assigned learning community.

REPORTS TO: Director

1. ESSENTIAL DUTIES & RESPONSIBILITIES:

- 1.1. Knowledge of laws, regulations and policies governing education in state and county
- 1.2. Ability to use data in the decision-making process
- 1.3. Positive interpersonal skills
- 1.4. Skill to motivate students and teachers
- 1.5. Effective communication skills (written and oral) and computer skills
- 1.6. Ability to organize, prioritize, and manage time well
- 1.7. Good listening skills
- 1.8. Ability to manage large groups, including appropriate means of crowd control
- 1.9. Proactive orientation
- 1.10. Ability to meet extended responsibilities beyond the regular school day
- 1.11. Assist in the preparation of management in the school's budget
- 1.12. Ability to prepare schedules

2. SUPERVISES:

- 2.1. Assigned instructional, support, service personnel and students

3. PERFORMANCE RESPONSIBILITIES:

3.1. Technical/Professional Knowledge:

- 3.1.1. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school
- 3.1.2. Interview and select qualified personnel to be recommended for employment
- 3.1.3. Coordinate the selection and acquisition of instructional materials and equipment
- 3.1.4. Coordinate all testing programs at the school
- 3.1.5. Supervise and evaluate school-based personnel

- 3.1.6. Implement Academy at the Farm school board policy, state statutes, and federal regulations as they pertain to the assigned school
- 3.1.7. Facilitate the implementation of the Code of Student Conduct in accordance with school and district policy to ensure a safe and orderly learning environment
- 3.2. Proactive Orientation:
 - 3.2.1. Exercise proactive leadership in promoting the vision and mission of the school
 - 3.2.2. Establish a vision and mission for the school in collaboration with stakeholders
 - 3.2.3. Assist with the development and implementation of an effective staff development program
 - 3.2.4. Assist in developing and implementing family and community involvement programs and initiatives
 - 3.2.5. Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns
 - 3.2.6. Provide proactive leadership for the programs of the school and district
- 3.3. Critical Thinking:
 - 3.3.1. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to the improvement of instruction and student performance
 - 3.3.2. Monitor students academic performance and attendance
 - 3.3.3. Develop long and short range facility
 - 3.3.4. Coordinate facility and support service requirements
 - 3.3.5. Coordinate plant safety and facility inspections
 - 3.3.6. Coordinate maintenance functions for your learning community
 - 3.3.7. Establish and manage student accounting and attendance procedures
 - 3.3.8. Use technology effectively
- 3.4. Managerial:
 - 3.4.1. Monitor the progress and provide feedback to stakeholders, throughout the year, on the Continuous Improvement Plan goals
 - 3.4.2. Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum
 - 3.4.3. Direct the development of the master schedule and assign teachers according to identified needs
 - 3.4.4. Assign and supervise school personnel to special projects for the enhancement of the school
 - 3.4.5. Manage the operation and all activities and functions which occur in your learning community
 - 3.4.6. Establish procedures for an accreditation program and monitor accreditation standards
 - 3.4.7. Direct the establishment of adequate property inventory records and ensure the security of school property
 - 3.4.8. Supervise and monitor the accurate and timely completion of data collection and reporting requirements
 - 3.4.9. Coordinate the supervision of all extracurricular programs

- 3.4.10. Manage and supervise the school's athletic and student activity programs, including the selection of club sponsors and coaches, approval of all school sponsored activities and maintaining a calendar of all school events
- 3.4.11. Delegate responsibilities to appropriate staff members
- 3.5. Continuous Improvement:
 - 3.5.1. Promote high student achievement
 - 3.5.2. Manage and administer personnel development through training inservice and other developmental activities
 - 3.5.3. Provide training opportunities and feedback to personnel
 - 3.5.4. Maintain and model high standards of professional conduct
 - 3.5.5. Set high goals and standards for self, others, and organization
 - 3.5.6. Provide recognition and celebration for student, staff and school accomplishments
 - 3.5.7. Keep abreast of current research, trends, and best practices in school education
- 3.6. Facilitation:
 - 3.6.1. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system
 - 3.6.2. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
 - 3.6.3. Adjust strategies to accommodate unexpected situations
 - 3.6.4. Understand and utilize collaborative planning strategies
 - 3.6.5. Involve others in choosing courses of action
 - 3.6.6. Facilitate problem solving by groups and individuals
- 3.7. Communication:
 - 3.7.1. Communicate effectively both orally and in writing with parents, students, teachers, and the community
 - 3.7.2. Communicate through the proper channels to keep the Director informed of impending problems or events of unusual nature
 - 3.7.3. Use effective interpersonal communications skills
 - 3.7.4. Maintain visibility and accessibility on the school campus
 - 3.7.5. Attend school related activities and events
 - 3.7.6. Write and disseminate newsletters, memos, letters, press releases and other appropriate materials
 - 3.7.7. Model effective listening and positive interaction skills
- 3.8. Constancy of Purpose:
 - 3.8.1. Coordinate with instructional staff in program planning
 - 3.8.2. Align school initiatives with district, state and school goals
 - 3.8.3. Develop positive school/community relations and serve as a liaison between the school and community
 - 3.8.4. Participate in developing the strategic plan, school calendar, staffing plan and manpower plans. Manage and administer school functions relating to these items
 - 3.8.5. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems

- 3.8.6. Provide leadership and direction for developing the best possible learning/teaching environment
- 3.8.7. Perform other incidental tasks consistent with the goals and objectives of this position
- 3.9. Decisiveness:
 - 3.9.1. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings
 - 3.9.2. Serve as final arbitrator for difficult problems, including student discipline
 - 3.9.3. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations
- 3.10. Terms of Employment:
 - 3.10.1. Extended hours beyond the regular school day may be frequently required
- 3.11. Evaluation:
 - 3.11.1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel
- 4. REQUIRED QUALIFICATIONS:
 - 4.1. Bachelor's Degree
 - 4.2. Valid Florida Educator's Certification
 - 4.3. Classroom teaching experience for 3 years
- 5. DESIRED QUALIFICATIONS:
 - 5.1. Master's Degree
 - 5.2. Experience in a like position

Any other duties as assigned by the Director.

Ability to maintain effective working relationships with all employees.

Employees are subject to a Level 11 background check.

Notice of Nondiscrimination: Academy at the Farm does not discriminate on the basis of race, color, sex/gender, religion, national origin, marital status, disability, age or genetic information in its educational programs, services or activities, or in its hiring and employment practices.

Salary Range: Based on experience/credentials

Board Approved: May 2025