



Academy at the Farm, Inc.
Charter School

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JOB TITLE: High School Principal

JOB DESCRIPTION: The Principal is responsible for providing leadership to maintain a safe and effective learning environment that aligns with the school's vision, mission, and strategic goals. This role encompasses all aspects of school operations, including hiring and supervising faculty and staff, aligning instructional programs with District guidelines, fostering professional development, and ensuring compliance with federal, state, local, and District regulations.

REPORTS TO: Director

1. ESSENTIAL DUTIES & RESPONSIBILITIES:

- 1.1. Act ethically and professionally in personal conduct, relationships with others, decision-making, stewardship of the school's resources, and all other aspects of leadership.
- 1.2. Promote the vision and mission of the school to elevate the academic development and well-being of all students.
- 1.3. Manage all school activities and functions to ensure productivity, student learning, success, and security.
- 1.4. Implement the student code of conduct and establish guidelines for student behavior, disciplinary policies, and crisis procedures.
- 1.5. Oversee extracurricular activities, and school-sponsored events.
- 1.6. Manage the school's materials, equipment, and fiscal resources ethically and effectively.
- 1.7. Ensure timely completion of required reports, schedules, calendars, and documentation.
- 1.8. Develop, implement, and evaluate instructional programs and activities to align with District, state, and federal standards.
- 1.9. Lead school improvement initiatives and oversee the implementation of Multi-Tiered System of Supports (MTSS).
- 1.10. Utilize data analysis to monitor student performance and growth, and coach staff to minimize achievement gaps.
- 1.11. Develop productive relationships among school personnel to build professional capacity and improve instructional practices.
- 1.12. Recruit, hire, supervise, and develop school-based personnel and conduct performance evaluations.
- 1.13. Assign school personnel to optimize professional capacity and address students' learning needs.
- 1.14. Provide professional development opportunities to improve instructional practices.
- 1.15. Conduct staff meetings to inform policy changes, resolve conflicts, and deliver feedback.
- 1.16. Keep leadership informed of school progress, achievements, and issues.
- 1.17. Communicate with stakeholders, including faculty, staff, parents/guardians, students, and the community.
- 1.18. Maintain positive public relations and community presence for the school.
- 1.19. Recognize contributions from students, staff, parents/guardians, and stakeholders.
- 1.20. Stay current with research, trends, and best practices in K-12 education; attend relevant meetings and trainings.
- 1.21. Work outside of normal office hours when needed.
- 1.22. Perform other duties as assigned by the Director.

2. Minimum Requirements:
 - 2.1. Knowledge of laws, regulations, and codes related to school management.
 - 2.2. Knowledge of curriculum and test analyses for curriculum development.
 - 2.3. Knowledge of state testing and graduation requirements.
 - 2.4. Strong emotional intelligence and communication skills.
 - 2.5. Excellent time management and organizational skills.
 - 2.6. Proficiency with computer programs and web-based technologies.
 - 2.7. Ability to establish and maintain collaborative working relationships with all stakeholders.
 - 2.8. Effective problem-solving skills and ability to collect, summarize, and graph academic and behavioral data.
 - 2.9 Minimum of three years school leadership role or equivalent leadership experience
3. Education, Training, and Experience:
 - 3.1. Bachelor's Degree
4. Preferred Qualifications:
 - 4.1. State of Florida Department of Education Certification in Educational Leadership
 - 4.2 Knowledge of college enrollment requirements
 - 4.3 Master's Degree from an accredited institution in Educational Leadership
5. Supervisory Responsibility:
 - 5.1. Direct supervision of assigned personnel, including planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and managing hiring and assignment of personnel. Responsible for the safety and security of the school campus for all stakeholders.
6. Additional Requirements:
 - 6.1. All employees must be fingerprinted and pass a background screening process by the District School Board of Pasco County, per Florida statute 1012.465 and 1012.56.

EQUAL EMPLOYMENT OPPORTUNITY

Academy at the Farm High School is an equal opportunity employer and offers equal employment opportunities for all persons regardless of race, religion, color, gender, ethnicity, national origin, age, marital status, or disability and acknowledges veteran preference in employment.

WORK SCHEDULE

Salary

BENEFITS

Eligible for a comprehensive benefits package.

SALARY RANGE

Based on experience/credentials.

Board Approved 5-19-2025