

# NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

**Title:** Principal

**Reports to:** CAO

## **Company Overview**

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer both virtual and brick and mortar options for students.

## **Position Summary**

The Principal provides leadership, support and direction for the teachers through education modeling and professional development. This position is responsible for implementation of strategies with teachers to address appropriate customer behaviors.

## **Key Responsibilities**

- Demonstrate positive interpersonal relationships with staff, students and the community.
- Provide an efficient and effective management of human resources that includes delegating authority and responsibility clearly and appropriately in accomplishing organizational goals.
- Organize and direct a periodic evaluation of the total school programs, analyze, interpret, and utilize data in planning.
- Collaborate with staff and community to develop a comprehensive plan for school improvement that aligns with the goals and objectives of the school district.
- Provide sound business management through leadership in planning the school budget for the efficient and effective use of resources. Allocate funds, supplies, materials and equipment in a meaningful manner.
- Maintain an accurate inventory of equipment and supplies.
- Assume administrative responsibility for all records and reports required.
- Implement State Board Rules, District policies and procedures.
- Implement the code of student conduct and establish procedures that encourage student behavior consistent with school goals.
- Initiate action and readily take responsibility for all aspects of the daily operations of the school.
- Coordinate and participate in professional development activities that support school improvement initiatives.
- Effectively communicate, orally and in writing, necessary information and ideas to staff, students and parents.
- Work with districts across the state to investigate new virtual education opportunities.
- Work with parents and students to find the educational pathway that leads to success
- Maintain a social networking presence that markets the school and informs students and families.
- Work with other principals, administrators and counselors to create learning opportunities for students across the district.

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- Interface with Executive Directors from all school levels to ensure the virtual program supports and aligns with district goals and policies.
- Identify and pursue new virtual pathways for students.
- Manage enrollment requests, class assignments and class loads for virtual courses.
- Inspire excellence and teamwork in a group of employees that are physically distributed in different locations.
- Think creatively to find solutions using an educational model that is unique to the district.
- Follow and provide feedback to assist in the direction of legislation as it pertains to virtual education.
- Assist schools in the development and management of their own programs of innovation that feature virtual or distance learning.
- Manage and implement testing procedures for Virtual, home school, partner districts, FLVS and part-time public school students as required.
- Support NBHS by attending community service and outreach activities throughout the year.
- Trains, models, coaches, supervises, evaluates performance, and provides leadership to assigned academic employees, teachers and paras if applicable.
- Design professional development calendar and sessions.
- Lead professional development sessions.
- Model lessons as appropriate.
- Direct and/or conduct surveys and study required to determine the training and educational professional development needs of the academic staff.
- Provide direction to all teacher programs in the specific areas of development, review, program evaluation.
- Oversee the preparation of and prepares all reports and records for teacher education and assists in developing and complying with NBHS policies.
- Coordinate and provide direction for the cooperative learning opportunities for teachers
- Work in cooperation with teachers in the development and planning of programs within the scope of assignment.
- Utilize school SIS systems, reporting to identify targets, deficiencies to develop customer educational plans.
- Assist faculty in the acquisition, development, and utilization of instructional resources.
- In cooperation with team develops requests for teacher supplies.
  - Demonstrate that student learning is their top priority through effective leadership actions that build and support a learning organization focused on student success.
- Work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs, and assessments.
- Recruit, retain, and develop an effective and diverse faculty and staff; focusing on evidence, research, and classroom realities faced by teachers.
- Link professional practice with student achievement to demonstrate the cause and effect relationship.
- Facilitate effective professional development.

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- Monitor implementation of critical initiatives.
- Secure and provide timely feedback to teachers so that feedback can be used to increase teacher professional practice.
- Provide structure for and monitoring of a school learning environment that improves learning for all of the school's diverse student population.
- Employ and monitor a decision-making process that is based on vision, mission, and improvement priorities using facts and data.
- Manage the decision making process, but not all decisions, using the process to empower others and distribute leadership when appropriate.
- Establish personal deadlines for self and the entire school.
- Use a transparent process for making decisions and articulating who makes which decisions.
- Actively cultivate, support, and develop other leaders within the school, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders.
- Manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment.
- Effectively manage and delegate tasks and consistently demonstrating fiscal efficiency.
- Understand the benefits of going deeper with fewer initiatives as opposed to superficial coverage of everything.
- Use appropriate oral, written, and electronic communication and collaboration skills
- Manage a process of regular communications to staff and community keeping all stakeholders engaged in the work of the school.
- Recognize individuals for good work.
- Maintain high visibility at school and in the community.
- Demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and demonstrating their understanding of the research
- Engage in professional development opportunities that improve personal professional practice and align with the needs of the school system.
- Generate a professional development focus in their school that is clearly linked to the system-wide strategic objectives.
- Serve as the direct supervisor of campus staff, Director of Academic Affairs, Emotional Wellness Counselor, ESE Facilitator, Testing Coordinator and Assistant.
- Perform other duties as assigned

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## Minimum Qualifications

### Requirements

- A Master's degree from an accredited college or university and approximately three years of educational leadership experience.
- Administration experience preferred.
- Professional Educator's Certificate.
- Considerable experience with various computer skills, and other commercial subjects.
- Considerable experience in responsible secretarial positions; or an equivalent combination of training and experience.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation, valid automobile insurance

The Principal must demonstrate commitment to the mission and vision of New Beginnings High School by providing world-class academic support to the educators at NBHS as well as provide support to NBHS staff in insuring a safe environment for all customers. The Principal will work collaboratively with administration, and faculty in all their objectives through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

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## Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking skills
- Demonstrate problem solving skills

## Working Conditions

### Environment

Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day. This is a 12 month exempt position that may require travel.

### Physical Requirements

Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

*Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.*

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*The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Direct Supervisor (print) \_\_\_\_\_

Direct Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

