

Principal - Polk Pre-Collegiate Academy (PPCA)

PPCA Administrator Duties -

Purpose: This position exists to provide the vision and leadership necessary to develop and administer educational programs which optimize resources available. The principal / administrator oversees the educational programs to ensure implementation of learning processes inclusive of all students in order to attain enhanced student achievement. In support of enhanced student learning, the administrator oversees the school site to ensure safety and success of students, staff, parents, and the community.

Essential Functions: The PPCA Principal / Administrator must provide both Management and Leadership in all aspects of successfully operating the school. This includes instruction, school operations, personnel management, business management (including financials, growth, improvement planning), and school trends, student support services, student activities, community involvement, maintaining partnerships, and reporting to the Board of Directors.

Functions Include:

- 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 student learning as top priority through effective leadership actions
- Documentation for compliance of county and state requirements, accreditation, full-time equivalency (FTE), financial statements, various reports (for the county, staff, students, partner schools, etc.), and other documentation as needed
- Developing and signing contracts with partner schools – transportation, food service, maintenance, staffing, etc.
- Coordinating staffing schedules and student schedules with partner school
- Reporting to the PPCA Board of Directors, including financial updates, school status, FTE, state statute updates, policy revisions for approval, projected enrollment, staffing updates and needs, lease agreements, initiatives for student success, fundraising and community outreach, school marketing initiatives, charter board meetings and resources, etc.
- Facilitating professional development
- Meeting regularly with principals / administrators at partner schools to ensure student needs are addressed, support staff and student success, and discuss school updates for implementation of educational and operational success
- Monitor implementation of critical initiatives, state standards, effective instructional practices, assessments, and curriculum
- Employing and monitoring a decision-making process based on mission, vision, goals, and improvement priorities using facts and data.
- Establishing deadlines for self and school overall
- Managing PPCA staff through effective communication, a clear process for decision-making and reporting, collaborative working relationships, and empowerment

- Managing the organization and operation of PPCA in ways which maximize the use of resources to promote a safe, efficient, legal, and effective learning environment
- Managing and delegating tasks responsibly. Anticipating trends, reacting quickly.
- Actively cultivating, supporting, and developing leaders within PPCA by modeling trust, competency, and integrity in ways that positively impact and inspire growth in potential leaders.
- Recruiting, retaining, and developing an effective and diverse staff with focus on evidence, research, classroom observations, and PPCA needs
- Participating in the hiring process for shared staff
- Evaluating PPCA staff both formally and informally to provide feedback and opportunity for open conversation about teacher performance, student success, and develop effective working relationships between staff and leadership
- Assisting partner administration with shared staff evaluations
- Maintaining high visibility at PPCA and in the community
- 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 students, staff, parents, and the community in order to build and maintain relationships
- Advocating for PPCA needs based on the mission, vision, goals, and feedback from students, staff, parents, and the Board of Directors – student success needs, policy reviews, financial aspects, growth, etc.
- Recognizing individuals for excellence
- Regularly communicating with staff, students, Board of Directors, parents, partner schools, and other stakeholders
- Establishing a connection with collegiate high school leadership, local middle school leadership, and other local establishments in order to develop working relationships which benefit students and other PPCA stakeholders
- Attending meetings, PPCA functions, PPCA fundraising, parent-teacher conferences, and etc. as necessary and required
- Understanding the position of Principal / Administrator is like that of a CEO and Management as well as Education and Student success and Safety are priorities.

Non-Essential Functions:

- Performing other duties as assigned

Knowledge, Skills, and Abilities: The PPCA Principal / Administrator must have demonstrated behaviors related to each essential performance criteria 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, and Professional and Ethical Behaviors