



## **SCHOOL PRINCIPAL Job Description**

**REPORTS TO: CEO of The Unicorn Children's Foundation, Inc.**

### **JOB SUMMARY:**

The School Principal serves as the chief administrator and instructional leader of the Unicorn Village Academy, a specialized private middle and high school. The Principal establishes and maintains educational, transitional, vocational and community-based programs in compliance with established objectives/goals/standards and state laws. The Principal directs the operations of the school site, establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop personal and personnel goals and objectives which support and are consistent with the goals of the Unicorn Children's Foundation strategic plan.
- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job-related organizations; serve as a liaison to professional groups.
- Development, implementation, and monitoring of all policies and procedures related to school operations, school safety, emergencies, administrative duties, personnel, and student learning.
- Oversee the recruiting, interviewing, hiring, and assigning of qualified staff. Responsible for the day-to-day supervision, professional development, and evaluation and feedback for all staff.
- Plan, develop and implement staff development and in-service training programs to include but not limited to evidence based strategies, child abuse & neglect, crisis management intervention, positive behavior supports, universal design for learning, social emotional learning, and instructional methods.
- Conduct monthly staff meetings, communicate and implement all school policies, and participate in additional team or individual meetings to ensure streamlined communication.
- Establish and implement effective systems for maintaining school and student records, adhering to privacy standards.
- Assist in the planning, development and implementation of program evaluation systems.
- Plan, manage, assign and supervise special education programs conducted both on the school campus and at community sites. This includes lesson plan implementation, curriculum implementation, individualized supports implementation, data collection, and progress reporting.
- Direct and monitor school support activities to ensure facilities maintenance, clerical assistance, appropriate record keeping and adherence to department procedures.

- Oversee recruitment, application and intake procedures for new students. Determine enrollment eligibility, lead document review, document support needs, and determine placement that meets the needs for each applicant.
- Oversee all tours and visits.
- Confer and assist in resolving a variety of behavior and/or education-related issues and concerns with students or personnel. Report extraordinary happenings or concerns to the Board of Directors. Ensure appropriate resources and supports are available when needed.
- Prepare and present a variety of reports, records and statistical data regarding activities, attendance, physical maintenance, instructional needs and services.
- Establish and maintain open lines of communication with families, keeping them apprised of progress reports and assessment data to support student learning. Be available to effectively and efficiently address any questions and concerns and provide opportunities for due process in accordance with the law.
- Implement and coordinate parent and advisory group activities and share information about school events, as applicable. Solicit family input for feedback.
- Maintain and oversee third party agreements with businesses hosting vocational training and community-based education opportunities.
- Monitor compliance and reporting for all applicable funding agencies, such as the Family Empowerment Scholarship and FLDOE private school checklist.
- Develop, maintain, monitor and administer program budget(s); monitor and approve expenditures; respond to requests from staff for budget expenditures.
- Participate in the acquisition of grants and other sources of funding for programs and projects; coordinate and participate in writing proposals and agreements; ensure that grants and agreements are properly administered.
- Develop and report data to support long term goals and short-term objectives in alignment with strategic plan.
- Oversee the implementation of extra-curricular activities for students, including Art, Music, Physical Education, after school programs, and summer programs.
- Oversee the safe and appropriate transportation of students to and from extracurricular activities and community-based learning sites. Ensure appropriate documentation and permissions from parents/guardians.
- During periods of critical personnel shortage or other emergency situation, the Principal shall temporarily perform any duties, as directed.
- Perform other duties as assigned.

#### **EMPLOYMENT STANDARDS:**

Knowledge of:

- Competency in Microsoft applications, including: Word, Excel, PowerPoint, Teams, and Outlook
- Knowledge of principles, practices, methods and techniques used in curriculum development and classroom instruction for special education.
- Methods and approaches to planning individualized instructional programs and services, according to identified needs and requirements.
- Principles and practices of modern management including personnel administration, organizational development, staff development, purchasing and information processing.
- Funding sources for special education programs and the variety of related regulations, controls and reporting procedures.
- Federal, state and local laws, codes, ordinances, regulations and other requirements which are applicable to the education field in general and to special education specifically.

- Evaluation and assessment techniques used in determining effective teaching and instructional methods.
- Budget development and administration.

Ability to:

- Understand and demonstrate respect, compassion, and empathy for diverse values and cultures.
- Respond promptly to requests and questions (via phone, text, or email), provide needed direction, assistance, training, materials and resources.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience; maintain professionalism.
- Establish and maintain cooperative and professional working relationships with individuals, groups, and community members.
- Motivate, challenge and guide others in the improvement of educational programs.
- Analyze data and situations and render judgment, make decisions and solve problems efficiently and effectively.
- Conduct activities related to staff recruitment, onboarding, development and retention.
- Conceptualize new ideas and approaches, integrate them into a coherent program.
- Develop and administer budget(s) related to areas of responsibility.
- Plan organize and conduct training, in-service and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities.
- Assume primary responsibility for the maintenance and operation of site(s); providing a safe and healthy environment for staff, students, clients and the public.
- Oversee a wide range of educational programs and relate effectively to the personnel associated with those programs; set high expectations and assist others in meeting those expectations.
- Select, train, supervise and evaluate staff performance relative to program objectives; observe and document performance; design data-based improvement processes.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Interpret and administer applicable laws, codes, ordinances and regulations.
- Give recommendations to the Board of Directors regarding the mission, vision, and strategic plan for the school.
- Assist in strategic planning and management of key performance indicators.

**POSITION QUALIFICATIONS:**

- Master's Degree from an accredited college or university with an emphasis in exceptional student education, educational leadership or related field
- At least eight (8) years of experience in exceptional student education academic programs (middle school and high school)
- At least five (5) years of experience in academic leadership position
- Valid Florida Teaching Certificate with minimum of one area of ESE certification and Educational Leadership Certification

- Driver's License and/or reliable transportation
- Clearance of a Level 2 Background Check
- Training/Certification in Positive Behavior Supports and Crisis Intervention (preferred)
- Basic Life Safety (BLS) Certification that includes First Aid, AED, and CPR (*can be completed within 6 months of employment*)
- Seizure Training Course (*can be completed after employment*)

**SALARY:**

Competitive salary depending on experience, full-time, non-exempt. Benefits package, available, includes: health, dental, vision, life insurance, disability insurance, 403(b) retirement plan with employer match, and paid time-off. Unicorn Village Academy and Unicorn Children's Foundation are Equal Opportunity Employers.

**TO APPLY:**

Submit cover letter, resume, and 3 references to [salexander@unicornchildrensfoundation.org](mailto:salexander@unicornchildrensfoundation.org).