



**JACK & JILL
CENTER**

JOB TITLE:	Principal
DEPARTMENT:	Madelaine Halmos Academy
CLASSIFICATION: Exempt /Nonexempt	FLSA Exempt
REPORTS TO:	Chief Program Officer
SUPERVISORY RESPONSIBILITY:	Oversees the Elementary School
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time: some evenings, weekends required
REVIEWED/REVISED DATE:	April 2021

REQUIRED EDUCATION:
Master’s Degree in Education, School Administration, or related field

REQUIRED CERTIFICATIONS:
FLDOE Certification in Educational Leadership FLDOE Educator’s Certificate Elementary DCF Background Clearance, CPR/First Aid for Infant through Adult, Transportation Clearance

REQUIRED WORK EXPERIENCE:
Three years Administrative experience in a school setting with familiarity to managing hybrid academic services Eight years experience in Elementary Education and knowledge of accreditation entities

PREFERRED QUALIFICATIONS:
Experience in both public and private academic settings Experience with STEM, arts integration, SEL, and project-based learning, and Multiple Intelligences theory Knowledge and comfort level with educational technology and applications. Experience with Google platform Experience in grant administration Experience with Title 1 and Step Up for Students

JOB SUMMARY/PURPOSE (1325 Character Max):
The Principal will serve as a collaborative leader uniting the students, families, teachers and partners to create a thriving school community. The Principal is responsible for developing and maintaining the mission and culture of the school and is responsible for managing the day-to-day operations. Through intentional, collaborative leadership, the Principal will lead the success of the school by developing an inclusive environment with open communication.

ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTION (1): EDUCATION
<ul style="list-style-type: none"> Provide direction and oversight for Madelaine Halmos Academy Elementary School



- Develop a thriving school culture aligned with the organization's mission
- Oversee all aspects of learning, instruction and assessment to ensure student achievement.
- Develop and supervise innovative academic and enrichment programs
- Lead the developing of school policies, academic initiatives, enrichment programs, as well as out of school components
- Manage and supervise accreditation guidelines and mandates
- Ensure compliance with county, state, and federal regulations including accreditation and USDA Food Program requirements
- Oversee the admissions and enrollment process of the Education Program
- Analyze performance metrics/measures using data-driven processes to inform instruction and student needs
- Manage the onboarding of new staff
- Hire, supervise, and evaluate staff using written performance plans
- Oversee and manage budget for Education Department
- Recommend personnel actions to Chief Program Officer
- Manage curricula, instructional delivery, and assessments
- Participate in the development of new programs for families and children
- Maintain collaborations and partnerships with community agencies for optimum delivery of educational services
- Support the development and maintenance of all learning environments, including health and safety requirements
- Conduct tours for visitors, families, and other stakeholders
- Represent the Center in the community
- Work collaboratively with the Development team to oversee volunteer program
- Manage staff vacation calendar and time-off requests
- Assist in implementing and overseeing applicable grants, contracts, budgets, deliverables, etc.
- Manage parent relations and other learning community affiliations
- Ensure that Florida Department of Education staff certification requirements are met
- Manage MAPS and other assessments portals
- Ensure FLDOE Standards are met and/or exceeded
- Manage Title I, Title II Part A Programs, attend meetings/trainings, and facilitate PD initiatives
- Attend School Board Meetings/Trainings
- Support Educational Consultants and other service facilities
- Research, manage, and maintain state-of-the-art curricula and academic modalities
- Provide oversight for the ESE program in concert with BCPS Private Schools Office
- Participate in the development and machination of the organization's Strategic Plan

ESSENTIAL JOB FUNCTION (2): PROFESSIONAL DEVELOPMENT

- Develop and implement a comprehensive Professional Development program for Elementary Education faculty and staff



- Collaborate with Chief Program Officer to plan and direct staff training days, work days, and other Professional Development initiatives
- Set goals for Professional Development as an integral component of the Center’s Strategic and School Improvement Plans

ESSENTIAL JOB FUNCTION (3): RESEARCH AND CONTRACTS

- Participate in grant and proposal writing that support the organization’s elementary programs
- Coordinate research, evaluation and documentation of the organization’s elementary programs including staff and students
- Develop and compile documentation for initiatives as well as required program outcomes
- Lead school accreditation process, application and maintenance including overall programs and out of school programming. Support NAEYC best practices
- Research latest innovative Elementary School Programming for grades Kindergarten through 5th and make recommendations to Chief Program Officer
- Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required

MARGINAL JOB FUNCTIONS

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- Assist in planning and executing research and other special projects
- Participate in Development activities and fundraisers
- Attend and/or facilitate conferences and workshops

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____