



## School Principal

### Job Title: School Principal

**Position Type:** Full-Time

**School Year:** 2025-2026

### About Us:

TPA is dedicated to fostering a nurturing and dynamic educational environment that empowers students to excel academically and socially. We are seeking an experienced and visionary School Principal to lead our school community in achieving excellence and continuous growth.

### Position Overview:

The School Principal is responsible for providing leadership and management to ensure a safe, effective, and enriching learning environment. This role involves overseeing all school operations, including curriculum implementation, staff management, student services, and community relations, in alignment with district and state educational standards.

### Key Responsibilities:

#### Leadership and Vision:

- Articulate and implement the school's mission and vision, ensuring alignment with district goals and Florida Department of Education standards.
- Foster a culture of high expectations, continuous improvement, and academic excellence.
- Engage stakeholders, including faculty, staff, students, and parents, in the development and execution of school improvement plans.
- Uphold ethical conduct and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

#### Instructional Management:

- Oversee the development, implementation, and evaluation of the school's curriculum to ensure it meets state standards and addresses diverse student needs.
- Utilize data-driven decision-making to monitor student progress and adjust instructional strategies accordingly.
- Promote professional development opportunities for staff to enhance instructional practices and student outcomes.
- Implement the Florida Principal Leadership Standards (FPLS) to guide instructional leadership and school improvement efforts.

#### Staff Management:

- Recruit, hire, and retain qualified faculty and staff members.
- Provide ongoing support and evaluation to ensure effective teaching and learning.
- Encourage collaborative teamwork and a positive school culture.
- Assume administrative responsibility for all records and reports required by the district and state.



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### Operational Management:

- Manage the school's budget and resources efficiently, ensuring alignment with educational priorities.
- Ensure compliance with all district policies, state regulations, and accreditation standards.
- Oversee the maintenance of school facilities to provide a safe and conducive learning environment.
- Administer and supervise all programs, policies, and activities of the school to ensure high-quality educational experiences and services for students in a safe and enriching environment.

### Student Services:

- Uphold a safe and supportive environment that promotes student well-being and addresses behavioral concerns effectively.
- Implement programs that support the academic, social, and emotional development of students.
- Engage with parents and the community to support student success and address concerns.

### Community Relations:

- Serve as the primary liaison between the school and the broader community, including parents, local organizations, and district leadership.
- Communicate effectively with all stakeholders through various channels to keep them informed about school activities and achievements.
- Represent the school at community events and foster partnerships that enhance educational opportunities.

### Qualifications:

- Master's Degree in Educational Leadership, Administration, or a related field.
- Valid Florida Professional Educator's Certificate with Educational Leadership certification.
- Minimum of five (5) years of successful educational experience, including teaching and at least two (2) years in a leadership role such as assistant principal or equivalent.
- Demonstrated knowledge of Florida educational standards, policies, and best practices in school leadership.
- Strong interpersonal, communication, and organizational skills.
- Commitment to fostering an inclusive and diverse school community.

### Knowledge, Skills, and Abilities (KSAs) for School Principal

#### Knowledge:

- In-depth knowledge of the principles, practices, and methods of educational leadership, including curriculum design, school operations, and student achievement strategies.  
Knowledge of state and federal educational laws, regulations, and policies, including those



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set by the Florida Department of Education (FDOE) and Florida Principal Leadership Standards (FPLS). Familiarity with educational assessment tools and data analysis techniques to monitor and evaluate student progress and school performance.

- Comprehensive understanding of curriculum development, instructional strategies, and best practices that support student achievement across various grade levels and disciplines. Knowledge of Florida State Standards (NGSSS) and other relevant frameworks guiding K-12 education in Florida. Understanding of the integration of technology into the curriculum and instruction to foster a 21st-century learning environment.
- Knowledge of budget planning and resource management in school settings, including the allocation of financial resources and materials to support student and staff needs. Familiarity with facilities management, health and safety protocols, emergency preparedness, and the implementation of best practices for maintaining a safe and conducive learning environment. Knowledge of human resources practices related to staffing, recruitment, evaluation, and professional development of school personnel.
- Knowledge of effective communication strategies to engage families, staff, students, and the broader community in the educational process. Familiarity with building partnerships with community organizations, businesses, and local government to enhance educational opportunities and student success.
- Knowledge of ethical standards for educators and administrators, including the Code of Ethics and Principles of Professional Conduct for the Education Profession in Florida.

### Skills:

- The ability to provide visionary leadership and make data-informed decisions that drive continuous school improvement and student achievement. Strong decision-making skills, including the ability to respond quickly and effectively to emergencies and unforeseen situations.
- Exceptional written and verbal communication skills to effectively convey information to students, parents, faculty, and external stakeholders. Strong interpersonal skills to develop and maintain positive relationships with students, parents, staff, district leadership, and the broader community.
- Skilled in providing instructional leadership and supervision, including conducting teacher evaluations, mentoring staff, and fostering professional growth. The ability to model and support best practices in teaching and learning across all subject areas.
- Proficient in managing conflict and mediating disputes between staff, students, and parents to ensure a positive and productive school climate. Strong problem-solving skills to identify issues early and develop effective solutions that address the needs of the school community.
- Exceptional organizational skills to handle the multiple demands of school administration, including planning, scheduling, and overseeing daily operations. The ability to manage competing priorities, delegate tasks appropriately, and ensure that resources are allocated effectively.



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### Abilities:

- The ability to develop, implement, and evaluate strategic plans to improve school performance and ensure alignment with the district's goals and the Florida Department of Education standards. The ability to maintain focus on long-term goals while addressing immediate needs and challenges.
- The ability to foster an inclusive school culture that respects diversity, supports equity, and provides opportunities for all students to succeed. The ability to promote an environment of acceptance and understanding for students and staff of various backgrounds and experiences.
- The ability to use qualitative and quantitative data to assess school performance, identify areas for improvement, and guide instructional practices. Skilled in using student data to inform curriculum adjustments and measure academic progress, ensuring all students achieve their potential.
- The ability to integrate innovative instructional technologies and strategies that enhance learning experiences and student engagement. Skilled in creating and promoting a technology-rich learning environment that prepares students for the future.
- The ability to foster a collaborative school environment where all stakeholders—teachers, students, parents, and staff—work together toward shared educational goals. The ability to build and maintain strong teams, facilitating collaboration across departments and grade levels to achieve school-wide success.

### Physical Requirements:

Ability to stand, walk, and move around the school campus for extended periods. Ability to lift and carry materials up to 25 pounds. Dexterity to operate office equipment, including computers, phones, and other technology systems. Ability to manage the physical demands of overseeing school events, including walking through classrooms, observing lessons, and monitoring school activities. Capacity to handle stress and maintain a calm, professional demeanor during high-pressure situations, including school emergencies.