



Job Description
Principal
Ina A. Colen Academy
<https://iacaf1.org/>
Sharp Minds, Kind Hearts

Vision

Ina A. Colen Academy will educate the hearts and minds of students and families in an environment where everyone belongs, works together, and thrives.

Mission

The mission of Ina A. Colen Academy is to cultivate passionate learners in an inclusive school community in which individuality and diversity are valued and students develop understanding and empathy for others through collaboration and active learning.

Background & Opportunity

Ina A. Colen Academy (IACA) is a newly approved public charter school located in Ocala, Florida. The school is located in Calesa, a planned community under development. The school will open its brand new, state-of-the-art school doors in August 2022 with approximately 200 students in Kindergarten through grade six. The school will gradually grow its enrollment reaching approximately 1,000 students in Kindergarten through grade eight by the sixth year of operation. We are seeking a dynamic, experienced and highly successful principal.

The founders engaged Collaborative Educational Network, Inc. (CEN) to help articulate their vision and to assist with opening and provide ongoing support to the charter school. The principal will work closely with CEN, the IACA Governing Board, and The Colen Family Charitable Trust, the school's supporting foundation, to integrate IACA into the neighboring communities.

This is a unique opportunity to plan and develop during the pre-opening period and to then launch and lead during the 2020-21 school year.

Pre-Opening

During the pre-opening months before IACA opens between February and August 2022, the Principal will serve as the public face of the school and work in collaboration with consultants from CEN, the foundation, and the IACA governing board to:

- Build strong connections between the school, the community of Calesa and the greater community, and establish relationships with other schools, businesses, and diverse community members;
- Represent the school at recruiting events and community meetings;

- Implement robust and wide marketing plan to attract families to the school and to Calesa;
- Lead the recruitment of students and families to the school and make an informed decision about choosing IACA;
- Guide the research and development of the curriculum, culture, school policies, systems, and structures to ensure the model is implemented with fidelity;
- Develop and implement a process for recruiting and hiring the highest quality instructional and support staff;
- Plan and facilitate professional development opportunities, including a summer institute for founding staff;
- Support development of the facility/school design that is best suited to our teaching and learning model;
- Participate in all governing board meetings and provide updates to board;
- Collaborate with the school's educational consultants, foundation, governing board, and facility development team on school needs; and
- Work with Marion County district staff to ensure all aspects of the charter contract are being implemented and the opening checklist is completed.

The Position

The Principal leads the implementation of the mission and vision of the school, maintains high academic standards in curriculum, educational practices, student performance, and manages school facilities and finances, while creating a stable and nurturing school environment for faculty and students. The Principal provides strong organizational and instructional leadership that ensures high student outcomes. The Principal ensures staff understand, implement and model social emotional competencies that permeate all aspects of the school.

Qualifications

Florida certification in Educational Leadership, School Principal, or Administration, or Administration and Supervision required within the first year of employment. Five (5) years of related professional experience required. Master's Degree required. Preference will be given to candidates with a demonstrated track record of:

- Opening a new school;
- Implementing school wide project-based learning;
- Social and emotional learning;
- A whole child approach; and
- Charter school experience.

Terms

The Principal reports to the Governing Board; this is a twelve (12) -month position. The principal will be evaluated annually in accordance with Florida Statutes.

Duties and Responsibilities

Duties and responsibilities of the Principal fall into the following categories:

Leadership – The Principal is expected to:

- Develop and implement the IACA vision and mission;
- Maintain flexibility while adapting to changing needs of students, families, and staff;
- Work collaboratively with school and local stakeholders in the surrounding communities and district;
- Implement, evaluate progress, and report the school’s goals and objectives, as stated in the approved charter to key stakeholders, including the Marion County School Board and Superintendent;
- Maintain a positive school climate and a safe and healthy environment; and
- Encourage and motivate teachers and students to perform to the best of their ability.

Curriculum and Instruction – The Principal is expected to:

- Plan, implement, and evaluate the school instructional program based on student needs and within state guidelines;
- Serve as instructional leader and coach with project-based learning, social and emotional learning, and the school’s whole child approach;
- Be resourceful in order to ensure the instructional and programmatic needs of students and staff are being met;
- Compile and prepare all student achievement outcomes;
- Supervise and coordinate school-wide programs, curricula and middle school course options;
- Review teacher lesson plans and instruction to ensure correlation with the Florida Standards;
- Coordinate and supervise the testing and assessment program;
- Ensure that all academic components of the school’s charter are being met; and
- Develop continuity education plan for distance learning that includes systematic methods to engage in ongoing communication with students, teachers, and families.

Student Outcomes – To ensure students achieve to their greatest potential, the Principal must:

- Solicit input from relevant stakeholders including staff, parents, and the district to facilitate the development of a School Improvement Plan (SIP) that addresses all aspects of school and student performance;
- Support data-based decision making and implementation of an organized, coherent, and effective Multi-Tiered System of Supports (MTSS); and
- Develop the Annual Accountability Plan as defined in the charter contract and present to Marion County School Board.

Faculty and Staff – To effectively lead the faculty and staff, the Principal must:

- Determine staffing needs;
- Coordinate and conduct the interview process and make hiring and termination decisions for all staff;
- Supervise all staff;
- Coordinate, supervise, and conduct the evaluations of all staff;
- Develop and supervise new teacher programs; and

- Collaborate and cultivate relationships with potential community partners.

School Environment and Facilities Management – To effectively manage the facilities and the school environment, the Principal must:

- Supervise and support teacher implementation of school-wide and classroom management practices, and general student supervision procedures implemented by school personnel;
- Implement and enforce attendance and tardy policies and procedures for all students;
- Enforce the discipline plan and assist teachers with all concerns and issues related to student behavior;
- Develop and implement school rules, policies, and procedures;
- Plan, implement, supervise, and evaluate all non-academic programs (i.e., middle school athletics, other extra-curricular and co-curricular activities);
- Plan and participate in special events; and
- Assume responsibility for the buildings, grounds, equipment and supplies of the school; supervise the work of the custodians and maintenance staff, reporting to the governing board the conditions and needs of the school.

Finances – To provide sound fiscal leadership the Principal must;

- Supervise and coordinate the budgetary process;
- Ensure that the school is operating with the set budget; and
- Oversee the proper financial record keeping processes and maintain inventory control of all school resources.

Public Relations – To champion the mission and vision of the school within the school community and the community at large, the Principal must:

- Recruit students and faculty for the school when needed;
- Facilitate frequent communication to the parents of the school community;
- Interpret the educational program of the school and school system to the community; and
- Establish business partnerships and positive relationships with community leaders; and initiate fundraising activities.

Professional Development – The Principal must lead by example regarding continuing education and professional development. To lead effectively in these areas, the Principal must:

- Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment;
- Identify relevant professional development opportunities and engage staff in professional development activities aligned with educational program;
- Review current developments, literature, and technical sources of information related to job responsibility; and
- Be familiar with Charter School Laws and Florida Statutes, understand how they may impact the school, the intended spirit of the requirements, and report to the Board regarding any significant changes or developments.

Administrative – To ensure administrator duties are implemented effectively, the Principal must:

- Oversee the grade reporting system;
- Monitor substitute teachers and the class coverage process;
- Supervise and coordinate student registration, scheduling, master scheduling construction;
- Maintain records such as, but not limited to student test scores, attendance records, overseeing individual educational plans, educational plans, and Section 504 plans; and all other reports as needed for efficient operation of the school and compliance with federal, State and local requirements;
- Attend and participate in meetings of the IACA board and its committees as requested; and
- Ensure back-office financial operations and reporting is timely and accurate.

All applicants are asked to submit a cover letter and current resume or vita that includes education, certification, and relevant work experience via e-mail to Maria Sokol at msokol@iacaf.org.

Application deadline is January 4, 2021