

# Assistant Principal, Collegiate High School at Northwest Florida State College

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| <b>Position:</b>             | <b>Assistant Principal, Collegiate High School</b>  |
| <b>Department:</b>           | <b>Academic Affairs</b>   |
| <b>Hours:</b>                | <b>Full-Time</b>  |
| <b>Classification:</b>       | <b>Administrative I</b>   |
| <b>Salary:</b>               | <b>\$52,661-\$84,684</b>  |
| <b>Location:</b>             | <b>Niceville Campus</b>   |
| <b>FLSA Status:</b>          | <b>Exempt</b>   |
| <b>Application Deadline:</b> | <b>Review of Applications will begin immediately.<br/>Position will remain open until filled.</b> |



## Qualifications

- Master's degree in Education Leadership or a related field required
- Demonstrated proficiency in oral and written communication
- Demonstrated commitment to community involvement
- Knowledge of the Florida education system
- Demonstrated skills in the development, implementation, and evaluation of secondary school curriculum, accelerated mechanisms, performance-based instruction, technology-based instructional delivery, and other creative approaches to secondary education
- Full-time teaching experience in a K-12 school or college setting

## Duties and Responsibilities

- Provides oversight of curriculum development and evaluation, academic support services, services, student activities, and community outreach activities (internships, volunteers, etc.)
- Serves as a liaison to various college departments involved in the Collegiate High School
- Supports activities and services related to program recruitment, staff and professional development, parent relations, school accountability, accreditation, budget planning, and various reporting and research functions
- Serves in the place of the principal in his/her absence
- Serves as the primary administrator for CHS facilities issues
- Serves as the primary administrator for CHS disciplinary issues
- Serves as the lead for orientations, graduation, and transportation
- Assists the principal in employing, supervising, and evaluating faculty in CHS in accordance with NWFSC policies and procedures
- Supervises the inventory and distribution of textbooks, supplies, equipment, and materials
- Collaborates with program directors to schedule courses outside of CHS
- Assists in the supervision of the implementation of the school's extracurricular activities
- Acts as a community liaison and partner with the K-12 system
- Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, and procedures.
- Maintains professional ethical standards and a high level of professional development and knowledge

## Duties and Responsibilities - continued

- Attends, assists, supports, plans, and helps execute events and activities outside of the school day to include, but not limited to open house, prom, showcase, senior activities, award ceremonies, convocation, high school and college graduations, and recruitment activities in the community
- Ensures professional, timely communication with CHS faculty/staff, students, and parents
- Facilitates/schedules faculty meetings, mandated training, and professional development opportunities for faculty and staff
- Seeks out and participates in professional development and continuing education activities to maintain and build skills and knowledge
- Serves as a facilitator of the Collegiate High School Assessment and Accountability Team
- Serves as an advocate and positive representative in the community for the Collegiate High School mission and the students
- Schedules, facilitates, and completes reporting on all mandatory and directed safety practices, drills, and training
- Completes assigned tasks, and duties by due dates
- As a part of the college's risk management tool, completes annual mandatory compliance training
- Performs other duties as assigned

## Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 37.5 hour work week
- Flexible summer hours available
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

## Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- A cover letter explaining why you consider yourself qualified for this position
- Resume
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfs.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWFSC prohibits any form of discrimination on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sex (including pregnancy), sexual orientation, marital status, disability, or age in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace

