

# Principal, Collegiate High School at Northwest Florida State College

<b>Position:</b>	<b>Principal, Collegiate High School</b>
<b>Department:</b>	<b>Academic Affairs, Collegiate High School</b>
<b>Hours:</b>	<b>Full-Time</b>
<b>Classification:</b>	<b>Administrative III</b>
<b>Salary:</b>	<b>\$74,741-\$106,388</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. Position will remain open until filled.</b>



## Qualifications

- Master's degree in education leadership or a related field required from an accredited institution
- Holds or is eligible for a Florida Certificate with School Principal or Educational Leadership
- Minimum of three years of Principal, Assistant Principal, school-based or district level experience in a public school required
- Demonstrated proficiency in oral and written communication
- Demonstrated commitment to community involvement
- 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
- Minimum of three years full-time teaching experience in a K-12 school or college setting

### PREFERRED QUALIFICATIONS

- College experience either as faculty or administration
- Knowledge of the Florida education system

## Duties and Responsibilities

This position is directly accountable to the Dean, Education & Charter School Initiatives for the following duties and responsibilities:

The individual filling this position is expected to play a positive leadership role in helping the College and the Collegiate High School (CHS) effectively manage change, administer and supervise all programs, policies, and

## Duties and Responsibilities - *continued*

activities of CHS, and ensure for high quality educational experiences and services for students in a safe and enriching environment. The individual is also expected to innovate and create accelerated options or opportunities for students and advance the mission of CHS throughout the region.

- Manages daily operations of the CHS to ensure a safe and orderly learning environment
- Stays current on Florida Department of Education regulations and statutes and implements accordingly
- 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
- Completes and submits reports required by the school district, state, and college by deadlines
- Manages and provides oversight for the [CHS](#) budget
- Supports activities and services related to recruitment, staff and professional development, parent relations, school accountability, accreditation, budget planning, and various reporting and research functions
- Serves as the primary administrator for CHS facilities issues
- Serves as the primary administrator for CHS disciplinary issues

## Apply Now

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

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

To apply for this position, please visit our website: <https://nwfsc.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's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. 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.

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## Duties and Responsibilities - *continued*

- Serves as the lead for orientations, graduation, and transportation
- Assists in employing, supervising, and evaluating faculty in CHS
- 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
- 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
- Provides oversight to the CHS Threat Assessment Team

## Duties and Responsibilities - *continued*

- 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
- 36-hour work week

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