



**Tallahassee Classical School
Principal Job Description**

JOB DESCRIPTION

The Principal is the most significant leadership position in the Tallahassee Classical School (TCS) community and is entrusted with many important concerns: the wellbeing of our scholars, appropriate management of the faculty and staff, the reputation of the school in the community, maintaining the financial trust with public monies, and the responsibility of ensuring that our vast inheritance of tradition, knowledge, and skill—is passed down to the next generation.

QUALIFICATIONS

Education/Certification:

- Possession of a master's degree or higher in Education or in one or more of the liberal arts

Experience

- At least 2 years' experience in a classical liberal arts school
- Minimum of three (3) years teaching experience

Preferred Qualifications

- Florida certification in Educational Leadership, School Principal, Administration, or Administration and Supervision, or its equivalent
- At least 2 years of prior experience leading a classical liberal arts school, a public K-12 School or at a public charter school, with demonstrated success e.g., producing favorable academic outcomes over time and a strong record of management with faculty and staff
- Prior experience opening a new, public charter school and managing its student, faculty, and facility growth and expansion over time
- Strong knowledge of the explicit requirements of a public charter school in Florida including the statutory requirements, the credential requirements, Medicaid services for Florida school children, and all other requirements in statute

Knowledge and Skills

- Leadership. A principal should have the ability to lead the administration and faculty to fulfill the educational goals of TCS
- Demonstration of management skills of a public K-12 school or public charter school's faculty and students of a similar size
- Ability to work harmoniously with the Board of Directors
- Willingness to work with vendors retained by the Board of Directors to provide ancillary services to a public charter school such as back-office operations, human resources, etc.
- Skill in being able to manage multiple tasks simultaneously
- Ability to make tough decisions in a timely manner, and where appropriate, consult with the TCS Board of Directors
- Intellectual depth and curiosity. A principal should have an inclination toward the life of the mind, befitting of the leader of an academic institution; a love of learning demonstrated by on-going personal pursuit of knowledge and the passion to share knowledge with others.
- A commitment to school reform. A principal should recognize the unique substance and form of classical education and be able to articulate what it is and why it is needed in the modern world.
- High moral character. A principal should generate trust and confidence in others by exhibiting prudence, integrity, transparency, decisiveness, courage, collaboration, kindness, and humility.
- Ownership. A principal should possess a sense of ownership of the mission, performance, and future of the school, and a strong desire to become a part of the Tallahassee community.

RESPONSIBILITIES AND DUTIES

- Hire faculty and staff.
- Provide general management of all school operations, including safety and emergency response, personnel selection and performance, budgeting and financial management, fundraising, communications and public relations, monitor timely completion of regulatory requirements, and facility and inventory management.
- Observe teachers at defined intervals, document results, and provide feedback as coach and supervisor.



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- Report to the board at regular intervals on the status of the school's performance including but not limited to student achievement data; financial reports; teacher recruitment and retention data; status of regulatory compliance; etc.
- Assist the board in the development of long-term strategic plans for the school; implement these with integrity and provide comments for future plans.
- Represent the school as the senior executive leader in interactions with the board, TCS' charter authorizer: Leon County Schools, philanthropic donors, the public, employees, students and their families, and other government agencies.

TERMS

Reports to the Tallahassee Classical School Board of Directors

WORK ENVIRONMENT:

- Work collegially with others in an office setting
- Work normal school hours and other times as needed

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NECESSARY REQUIREMENTS:

Continuing education in the classical education

FLSA STATUS: Exempt

Conditions of Employment:

Per the Immigration Reform and Control Act of 1986, the selected applicant shall be required to verify, within 72 hours of employment, her/his legal right to be employed in the United States. Tallahassee Classical School does not discriminate on the basis of age, race, religion, national origin, disability, gender, or any other protected status in its educational programs and activities (including employment and application for employment).