

Academie Da Vinci Charter School, Inc.
School Principal: Job Description

As the leader of a small school, the principal is responsible for a great deal of things. The list below is intended only as a guide and is not inclusive of all duties performed in this capacity.

School Services

- Create, monitor, and maintain annual school goals
- Develop and maintain a positive school community and a safe healthy environment
- Adherence to all state and federal laws and policies
- Planning, implementing and evaluating other programs (PTA, aftercare, etc.)
- Attend all required meetings of authorizer
- Communicate effectively with all stakeholders
- Participate in staff duties
- Attend all events and meetings
- Maintain all technology components
- Maintain school website and assist with YahooGroup membership
- Ensure sufficient school insurance policies for school
- Maintain accurate inventory
- Enter and maintain all volunteer registration

Student Services

- Recruit and retain students for enrollment purposes
- Hold facility tours and meet with interested families
- Monitor ESE services, attend required meetings and maintain accurate paperwork
- Use RTI process to begin screening for student disabilities
- Monitor gifted screening process and recommend students to be screened
- Attend parent-teacher conferences, as needed
- Respond to parental questions and/or concerns
- Handle student disciplinary issues, as needed
- Develop and monitor all student and parent handbooks
- Coordinate and monitor school lunch program

Staff Services

- Recruit and hire teachers and staff
- Ensure compliance with certification and fingerprinting mandates
- Organize and run payroll
- Maintain staff attendance
- Create and monitor staff policies and procedures
- Enter all required staff data into TERMS for survey periods
- Monitor staff progress and annual review
- Annual evaluation and contract negotiations
- Determine and plan staff development

- ❑ Oversee and facilitate staff benefit package including medical coverage and retirement

Curriculum Services

- ❑ Purchase and maintain all curricular materials including textbooks and consumables
- ❑ Serve as FCAT coordinator for the school
- ❑ Serve as ECHOS coordinator for the school
- ❑ Statistical analysis for annual Metropolitan-8 testing
- ❑ Planning, implementing and evaluating the school's instructional program
- ❑ Ensure teachers have all required and requested material (common assessments, pacing guides, materials, etc.)
- ❑ Write curriculum including Curriculum Mapping

Facilities

- ❑ Planning and managing for efficient utilization and maintenance of the school plant
- ❑ Seeking out competitive bids for repairs and maintenance
- ❑ Ensuring safe and healthy facility for all parties
- ❑ Participate in all annual facility inspections
- ❑ Ensure appropriate theft monitoring

Financial

- ❑ Develop and monitor annual budget
- ❑ Provide regular financials to interested parties
- ❑ Monitor all expenditures
- ❑ Ensure accurate revenue from all sources (FTE, capital outlay, afterschool programs, etc.)
- ❑ Participate in annual audit
- ❑ Manage petty cash and oversee school books
- ❑ Ensure accurate Redbook coding
- ❑ Develop and monitor annual capital outlay plan

Accountability

- ❑ Ensure accurate and timely reporting to charter authorizer
- ❑ Ensure accurate and timely reporting to state Board of Education
- ❑ Monitor school activity and compliance with charter contract and any applicable local, state and federal laws
- ❑ Attend all meetings of the school's Board of Directors and prepare all required documentation for Board review including financials, administrator's reports, proposed policies and procedures, etc.