



**Job Title: Special Center Principal – Escambia Virtual Academy**

**Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 8

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

**JOB SUMMARY**

The purpose of this job is to provide the leadership necessary to manage, facilitate, and evaluate a virtual educational program of instructional and support services which optimize available resources to establish and maintain a safe, caring and enriching virtual environment to promote student success. This program is intended to meet the needs of our students and parents in accordance with federal, state, and School Board policies, and to further develop and achieve school goals that facilitate highest student achievement.

**ESSENTIAL JOB FUNCTIONS**

- Provides instructional leadership and supervision for student achievement.
- Manages and administers the development, implementation, and assessment of the instructional program at the assigned school.
- Uses current research, outside resources, performance data, and feedback from students, teachers, parents, and the community to make decisions related to improvement of instruction and student performance.
- Promotes high student achievement.
- Coordinates program planning with District instructional staff.
- Manages the selection of digital textbooks, materials, and equipment appropriate to level.
- Manages and administers the testing program for the school.
- Aligns school initiatives with District, state, and school goals.
- Establishes and coordinates procedures for student, teacher, parent, and community evaluation of curriculum.
- Directs the development of the master schedule and assigns teachers according to identified needs.
- Facilitates the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- Facilitates, monitors, and coordinates the implementation of Exceptional Student Education (ESE) programs and services.

- Provides leadership in the effective use of technology in order to facilitate online learning goals for students.
- Supervises the establishment and maintenance of individual professional development plans for each instructional employee.
- Interviews and selects qualified personnel to be recommended for employment.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Implements and administers negotiated employee contracts for the program.
- Assigns and supervises school personnel to special projects for the enhancement of student learning.
- Establishes job assignments for program administrators and teachers.
- Develops and administers duty rosters for certificated and non-certificated staff as required.
- Manages and administers personnel development through training, in-service, and other developmental activities.
- Provides training opportunities and feedback to personnel at the assigned school.
- Supervises the operation and management of all activities and functions at the assigned school.
- Develops positive school/community relations and acts as liaison between the school and the community.
- Accesses, analyzes, interprets, and uses data in decision-making.
- Establishes procedures for an accreditation program and monitors accreditation standards at the assigned school.
- Coordinates school maintenance and facility needs and monitors progress toward meeting those needs.
- Manages and supervises the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- Establishes and manages accurate student accounting and attendance procedures for the program.
- Conducts staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- Communicates, through proper channels, to keep the Superintendent informed of impending problems or events of an unusual nature.
- Directs the establishment of adequate property inventory records and ensures the security of school property.
- Implements School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- Supervises the preparation and maintenance of accurate and timely reports and records.
- Initiates surveys to provide information on current job availability.
- Establishes guidelines for proper student conduct and implements disciplinary procedures and policies that ensure a safe and orderly online environment.
- Facilitates a program of family and community involvement.
- Supervises the school guidance program and services to ensure that individual student educational and developmental needs are met.
- Establishes procedures to be used in the event of school crisis and/or civil disobedience and provides leadership in the event of such happenings.
- Maintains visibility and accessibility through online resources and other communications as needed.
- Attends sponsored activities and events.

- Participates in county-wide management meetings and other meetings and activities appropriate for professional development.
- Communicates effectively, both orally and in writing, with parents, students, teachers and the community.
- Models effective listening and positive interaction skills.
- Maintains and models high standards of professional conduct.
- Serves as a member of the Superintendent's District-Wide Leadership Team as requested.
- Sets high goals and standards for self, others, and organization.
- Keeps abreast of trends and changes in educational programs and procedures.
- Participates in developing the District strategic plan, District school calendar, staffing plan and manpower plan, and manages and administers school functions relating to these items.
- Provides leadership in the school improvement process and the implementation of the school improvement plan, the school advisory council and business and professional advisory boards.
- Establishes a vision and mission for the school in collaboration with key stakeholders.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- Accesses District and community resources to meet school needs.
- Anticipates problems and difficult situations and plans appropriately to handle them.
- Acts quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- Provides recognition and celebration for staff, student, and school accomplishments.
- Builds teams to accomplish plans, goals, and priorities.
- Promotes and markets the school and its priorities.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Minimum of five (5) years experience working for a post-secondary educational institution, corporate training, or virtual learning environment of a mid to large level organization implementing virtual training, teaching experience or combination of teaching and approved work experience.
- Certification as a Principal or Educational Leadership or comparable certification preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Requires the ability to display a knowledge and understanding of the unique needs and characteristics of students at the assigned school level.
- Requires the ability to provide leadership and direction for the school.
- Requires the ability to involve others in the decision-making process.
- Requires the ability to prepare and manage the school's budget and allocated resources.

- Requires the ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
- Requires the ability to use effective interview techniques, coaching procedures, and evaluation procedures.
- Requires the ability to enforce collective bargaining agreements.
- Requires the ability to use effective public speaking skills, group dynamics, interaction skills, and problem-solving skills.
- Requires the ability to display skills in personnel management and supervision techniques.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to analyze and use data.
- Requires the ability to display a knowledge of current educational trends and research.
- Requires the ability to display a knowledge and understanding of the unique needs and characteristics of students at the assigned school level.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: grasping, handling, fingering, reaching, stooping, hearing, lifting, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: April 18, 2023, effective July 1, 2023**

**Date of Revision:**

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