

## JOB POSTING

**Job Title: Charter School Principal**

**Location: Daytona Beach (also oversees Charter School in DeLand)**

**Full time- Exempt Position**

**JOB SUMMARY:** The Charter School Principal provides programmatic leadership for the Easterseals Charter School in Daytona and DeLand. Responsible for the overall operations of these departments including financial oversight, marketing, human resources management, quality improvement and compliance with applicable laws, regulations, and standards.

### **ESSENTIAL JOB FUNCTIONS**

1. Responsible for financial oversight including budget preparation, monitoring and timely response.
2. Ensures program compliance with all safety, licensing, funding, contract and accrediting requirements.
3. Manages the human resources necessary for high quality programs.

### **EXPECTATIONS**

- Monitors and responds appropriately to departmental financial indicators including budget reports, analyses, scorecards, and activity reports.
- Reacts as necessary to correct or improve volume, budget and indicator variances.
- Provides financial analyses and reports within defined timeframes and formats.
- Modifies departmental services, staffing and programs to respond to demand, resource availability and to ensure goals, objectives, and financial projections are met.
- Meets or exceeds all local, state and federal rules, policies, and procedures.
- Ensures compliance with the following contracts (although not limited to only these): Volusia County Charter School, Volusia County Schools Transportation, Early Learning Coalition, Voluntary Prekindergarten, Florida Department of Children and Families, and Volusia County Children and Families Advisory Board
- Stays knowledgeable and up-to-date on all requirements.
- Compiles reports for outside agencies as required (for example those for Easterseals, Inc.).
- Manages personnel: staffing, recruiting, disciplinary actions, terminations.
- Completes performance reviews within defined timeframes.
- Addresses staff issues and concerns appropriately.
- Maintains up-to-date job descriptions.

- Regularly meets department staff, maintaining at least monthly meetings and trainings to ensure collaboration and cooperation within the program departments as well as with others (both within Easterseals and outside agencies) to achieve the highest quality programs and services.
  - Audits all departments for compliance with program standards and requirements.
4. Responsible for quality improvement activities, including defining standards of care, regularly monitoring, reporting, and implementing the ongoing effort to continuously improve and enhance the services delivered.
- Visits classrooms, observes teaching methods, reviews instructional objectives, examines learning materials and activity, and actively manages teachers and their staff to develop and maintain curriculum standards and objectives, sets educational standards and goals, and establishes appropriate procedures to ensure consistent implementation of the above.
  - Ensures quarterly quality monitoring activities are completed, recorded, and reported within the defined timeframes and on Easterseals performance improvement forms.
  - Collates, analyzes, and reports client satisfaction surveys and feedback.
  - Keeps current with new trends and developments in the programs and services, implementing appropriate changes to maintain Easterseals state-of-the-art programs.
  - Achieves and/or maintains approved accreditations.
  - Reacts as necessary to correct or improve client and stakeholder feedback.
  - Assists (attends meetings, prepares documentation and reports, records minutes and provides follow-up) as requested for Easterseals Board of Directors Committees.
5. Writes, revises, and implements Easterseals policies, procedures, guidelines, grant and contract requirements.
- Documents processes in a timely manner and in accordance with existing policies and procedures to ensure organizational consistency, standardization, and accountability.
6. Supports all Easterseals organizational functions
- Participates by serving as a positive role model, volunteer and leader in Easterseals special event and fundraising activities.
  - Encourages staff participation in special events and other fundraising activities.
  - Provides support for Gift Planning activities (i.e., donations, grant writing, and stewardship efforts).
7. Utilizes positive management skills to manage interagency and intra-agency relationships
- Maintains community contacts by serving on appropriate committees, task forces, and boards.
  - Establishes and maintains a positive Easterseals presence.

- Serves as a positive role model, facilitator, and problem-solver to ensure resolution of organizational, employee, and procedural issues and concerns.
- 8. Preserves the integrity and confidentiality of protected health information and FERPA of Easterseals clients.
- 9. Demonstrates a strong commitment to self-development.
- 10. Maintains a clean, safe, hazard-free work environment.
- 11. Completes all assignments and responsibilities, is flexible and a team player
- 12. Acts in accordance with the Easterseals purpose and values.
- 13. Completes other duties as assigned.
- Understands, acknowledges, and implements Easterseals privacy policies involving the disclosure of protected health information and protected personal and educational information of Easterseals clients.
- Attends continuing education courses or participates in other forms of self-development
- Inspections indicate no recurring problems and no incident reports due to an unsafe environmental conditions.
- Easterseals expectations and values met.

#### **EDUCATION and/or EXPERIENCE:**

Minimum of a Master's Degree in Special Education or Early Childhood Education, previous teaching experience required, extensive managerial, supervisory and performance improvement experience required. Early childhood and/or ESE certification required. Possess or is eligible for a valid Florida Educator Certificate in Educational Leadership, Administration and Supervision.

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

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work under pressure, meet deadlines and manage numerous activities at one time
- Possess good organizational skills
- Excellent computer skills
- Possess a valid Florida driver's license and proof of current automobile insurance.

#### **PHYSICAL CAPABILITIES:**

- Able to stoop, kneel, crouch, and reach
- Able to lift up to 50 pounds occasionally and/or up to 20 pounds frequently
- Able to see clearly and close up
- Able to receive oral communication via phone and in person
- Express and/or exchange ideas in spoken word and in written communication.
- Operate a computer, copier and fax machines.

#### **WORK ENVIRONMENT:**

- Employees are required to work in a drug-free workplace
- Employees are required to work in a smoke-free workplace

We offer a generous benefit package including Medical, Dental, Vision, Life, Short and Long Term Disability Insurance plus Paid Time Off, Holiday Pay and a 401K plan which includes an employer match after 1 year of employment.

Email cover letter and resume to [Careers@esnecfl.org](mailto:Careers@esnecfl.org). Open until filled.

EOE.