

Principal Search: Principal of Kindergarten – 5th grade Elementary Charter School

Healthy Learning Academy, Inc., Gainesville, FL, is conducting a search for the position of Principal of the Kindergarten – 5th grade elementary school. This position is responsible for the administration of all educational and operational aspects of the school. The Principal promotes the successful education of students in a safe environment that fulfills the mission of the school.

The ideal candidate must meet minimum qualifications in order to be considered for the position. Candidates will be ranked according to those meeting the greatest number of required qualifications listed below.

Qualifications for this position include, but are not limited to:

- Masters degree from an accredited educational institution (preferred), or Bachelors degree in education, with experience in classroom and school administration
- Certification in Florida Educational Leadership (preferred)
- A minimum of three years' successful elementary education classroom teaching experience, in addition to prior school administration or other supervision experience

All materials and interviews related to the search for Principal are open to the public, in accordance with the Florida Sunshine laws.

Please complete this form and submit all required documentation to:
principalsearch@hlacharter.com

Deadline for accepting applications is May 14, 2018

Name:

Last _____ First _____ Middle _____

Address:

Number and street _____

City _____ State _____ Zip code _____

Phone number (____) _____ **Email:** _____

KNOWLEDGE, SKILLS AND ABILITIES (include, but are not limited to):

1. Possess commitment to and ability to promote the mission and goals of HLA as a charter school.
2. Ability to prepare and manage the school's budget and allocated resources.
3. Ability to read, interpret and adhere to the State Board Rules, State Charter School Rules, Code of Ethics, School Board Policies, as applicable to charter schools, employee contracts, and appropriate state and federal statutes.
4. Ability to select, hire, supervise, manage and evaluate personnel.
5. Familiarity of current educational trends, research and technology.
6. Ability to understand the unique needs and developmental characteristics of kindergarten students, as well as, grade 1-5 elementary school students at each grade level.
7. Awareness and skills in working with children with diverse needs and range of abilities.
8. Respect for and desire to promote cultural diversity within the school environment.
9. Ability to communicate effectively both orally and in writing with parents, students, teachers, stakeholders and the community. Effective skills in public speaking.
10. Ability to demonstrate consistent time management and organizational skills.
11. Ability to anticipate and meet deadlines consistently.
12. Ability to maintain confidentiality regarding the school faculty, staff, students, and their families.
13. Ability to delegate responsibility and effectively train staff to assume leadership roles as designated.
14. Ability to take responsibility for all aspects of school operations.

Background:

1. Have you ever been arrested or charged for a criminal offense other than a minor traffic violation? You should answer **"Yes"** even if the charge has been sealed or expunged, regardless of whether you have been advised you have the right to deny you have been arrested. Yes_____ No_____
2. Is there any criminal charge currently pending against you other than a minor traffic offense? Yes_____ No_____
3. Are you currently on probation or under any imposed requirements for charges other than a minor traffic offense? Yes_____ No_____
4. Have you ever been professionally disciplined by a school or school board in any state? Yes_____ No_____
5. Has there been any disciplinary action taken against you concerning unprofessional conduct, incompetence, insubordination or immorality? Yes_____ No_____

If you answered yes to any of the above questions, please explain:

Please provide a copy of your teaching certificate and college transcripts.

You can email to: principalsearch@hl charter.com

Certification:

I certify that the information contained in this application is true and complete to the best of my knowledge and understand that any false information on this application may be grounds for not hiring me. I understand my application becomes part of the public record of Healthy Learning Academy, Inc.

Date: _____ Signature: _____

Please save this completed form to your computer and email it, along with your resume if not already sent, to: principalsearch@hl charter.com