



Job Description

Administrator

Position	Reports To	Position Type
Administrator	Board of Directors and Executive Director	Salary
Work Schedule	Salary Schedule	Begin Date
12-Month Position	Set Annually Performance Based Schedule	July 1, 2018

Major Function:

The Administrator performs responsible administrative and supervisory work in the area of instruction, personnel, curriculum, and all the daily operations of the school. He/She works to maintain the integrity of the school as a place for high-achieving students that incorporates multiple intelligences and a creative education.

Essential Duties and Responsibilities:

Leadership:

- Oversee the implementation, evaluation, and report of the school's goals and objectives.
- Maintain a positive school/community climate and a safe and healthy environment

Instructional:

- Plan, implement, and evaluate the school instructional program based on student needs within state guidelines.
- Review teacher lesson plans and instruction to ensure the quality of educational opportunities align with the Sunshine State Standards.

Administrative:

- Plan, implement, supervise, and evaluate all other programs, i.e. Athletics, Extra-Curricular, Co-Curricular, After School Care
- Supervise staff development and evaluate all school personnel

- Ensure the school is operating within the set budget determined by the Executive Director
- Oversee the proper record keeping processes, and inventory control of all school resources
- Oversee records such as but not limited to student test scores, attendance records, overseeing IEPs, and all other reports
- Assure that all academic components of the school's charter are being met.
- Enforce the Policies and Procedures of the organization
- Develop and implement school rules and regulations in keeping with the Policies and Procedures
- Ensure that the Executive Director is informed of the operations of the school and any problems which arise
- Become familiar with the Charter School Laws and Florida Statutes as it pertains to a public charter school, and attend other duties as assigned by the Executive Director
- Analyzes and presents data pertinent to school and classroom performance to teachers, parents, community members and the administrative staff
- Maintain the organization's website and webpage as well as the database for lottery and employees (existing and potential) for UA
- Involved in the management of budgeting and finances
- Develop school-wide schedule based on school needs
- Determine staffing needs
- Oversee the hiring and termination of all instructional employees
- Assure that all terms of the contracts held by the organization are being met
- Direct fund-raising activities, and maintain liaison with parent-teacher fund-raising efforts.

Minimum Qualifications:

- Florida certification as either School Principal, Educational Leadership, or a PHD in a related field required. Five (5) years of related professional experience required.

Salary and Benefits:

Salary amounts are set annually by the Board of Directors and are consistent with the requirements of Florida Statute. University Academy uses a performance-based salary schedule for all instructional employees whereby pay increases are based on teacher evaluation results from the previous year. The School offers an array of benefits for employees.