



The **Assistant Principal** at Cornerstone Classical Academy (CCA) in Jacksonville, FL, is responsible for overseeing many aspects of the school's affairs. The Assistant Principal will assist in supervising teachers employed by the school. Along with handling many other responsibilities related to the education of scholars.

Qualifications

- Strong commitment to and alignment with the school's mission/vision and classical education.
- Relevant experience in effective leadership.
- Ability to collect and assess data.
- Exceptional verbal and written communication skills.
- Strong organizational skills and ability to multi-task.
- Ability to approach situations with courage, integrity, respect, and perseverance; willingness to take personal responsibility; open to and interested in feedback on performance; eager to continually improve in effectiveness, and steady determination to pursue excellence at all times.
- Minimum of Bachelor's Degree; a Master's degree is preferred.

Responsibilities

- Counsel and discipline students
- Oversee testing/progress monitoring and state mandated testing, including FSA testing. Maintain school based test score results for progress monitoring.
- Ensuring accurate and timely reporting of grades by teachers
- Ensure proper record keeping of discipline related items in Focus
- Assist in observing and evaluating teacher performance
- Arranges for and oversees substitute teachers
- Assist Principal in interviews and hiring of teachers
- Track inservice training for teachers
- Acts as Principal in the absence of Principal
- Florida Teacher Certification required
- Other duties as determined by the Principal or Executive Director.

About CCA

- CCA is a mission-driven organization characterized by its fidelity to an American-classical model of liberal arts education: *"The mission of Cornerstone Classical Academy is to sharpen the minds and cultivate the hearts of students, through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character, civic virtue, and knowledge of truth."*
- Cornerstone Classical Academy is an equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Cornerstone Classical Academy complies with applicable state and local laws governing nondiscrimination in employment.

To Apply for this Position

Please send your resume and cover letter to careers@cornerstoneclassicalacademy.org.