



The **Principal** at Cornerstone Classical Academy (CCA), in Jacksonville, FL, is responsible for all aspects of the school's academic performance. The Principal sets standards for student achievement aligned to the mission of the school and classical education. The Principal reports directly to the Executive Director.

Qualifications

- 2+ years related professional experience in academic administration.
- 3+ years teaching experience at the K-12 or college level.
- Possess a solid understanding and passion for classical education and a dedication to the liberal arts and the teaching of civics.
- Professional record of strong leadership, virtue and problem solving ability.
- Possess a Master's degree (or enrolled in) or higher in Education or in one or more of the liberal arts.
- Exceptional verbal and written communication skills.
- Strong organizational skills and ability to multi-task.

Preferred Qualifications

- Florida certification in Educational Leadership, School Principal, Administration, or Administration and Supervision.
- Prior experience leading a classical liberal arts charter school, ideally K-12, with demonstrated success e.g., producing favorable academic grade outcomes over time.

Responsibilities

- Overseeing the academic performance of all students.
- Interviewing, hiring, and managing faculty at the school to ensure classical education is implemented effectively.
- Observing teachers at defined intervals, document results, and provide feedback as coach and supervisor.
- Communicating effectively and productively with students, teachers, and parents through regular meetings, email, social media, and monthly newsletters.
- Leading ongoing professional development for faculty.
- Ensuring student growth and high performance on statewide assessments, standardized assessments and any other district and school-based assessments that are implemented.
- Enabling faculty and staff to work as a system focused on student learning.
- Engaging in data analysis for instructional planning and improvement.
- Evaluating monitors and provides timely feedback to faculty on the effectiveness of instruction.
- Meeting with teachers, parents and students to diffuse challenging situations.
- Developing, implementing and monitoring outcomes of student achievement data to improve student learning.
- Creating a safe, clean, orderly learning environment.
- Collaborating with staff to achieve school improvement plan targets.
- Overseeing the school's Exceptional Student Education (ESE).

Knowledge and Skills

- Knowledge and fidelity of the classical liberal arts, its roots in the Western tradition, and its historical presence in American education prior to the 20th century.
- Knowledge of the craft of teaching, and the ability to teach well.
- Strong understanding of Florida laws and regulations affecting K-12 education.
- Ability to coach teachers to greater degrees of effectiveness in the classroom.
- Ability to communicate effectively in both oral and written forms.
- Ability to maintain a high degree of energy and personal productivity and to manage the productivity of others.
- Ability to prioritize and accomplish necessary tasks efficiently and effectively and have a proven record of excellent time management.
- Knowledge of personnel management, including recruiting and hiring, supervising and evaluating, terminating and conducting exit interviews, and individual and organizational development.
- Ability to create a climate and culture in which faculty are motivated to do their best to help the school achieve its goals.
- Knowledge of financial management principles, including budgeting, auditing, and controls.
- Understanding of Florida's accountability system for K-12 public schools; knowledge of Florida laws relevant to charter schools.

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.