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Job description

Position Title: Director of Schools

Work days: 230 per year / 12 month position

FLSA status: Exempt, Administrative

Reports to and is evaluated by: Board of Directors

- Master's degree or higher required in Educational Leadership or equivalent, sixty hours of ESOL training, and any other requirements per FLDOE to remain in compliance for this position.
- Minimum of two years as a successful school principal with experience in elementary and secondary preferred; or three years as a successful school assistant principal with experience in elementary and secondary preferred.
- Minimum of three years as a classroom teacher preferred.

To see the full job description and fill out our online application visit www.lutzprep.org

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person

Board of Directors
Joyce Weiland, Chair
Dominic Kouffman, Vice Chair
Natalie Callahan, Treasurer
Vinita Gaudi, Secretary
Rick Narkiewicz
Felipe Ramirez
Casey Gonzmart
Kelly Andrews
Brian Lambert
Jenna Paladino



**Interim Director of Schools and
Assistant Principal Elementary School**
Kimberly Smallwood

**Assistant Principal
Middle School**
Brian Bethune

Lutz Preparatory School

A Hillsborough County Public Charter School

JOB DESCRIPTION

Position Title: **Director of Schools**

Work days: 230 per year / 12 month position

FLSA status: Exempt, Administrative

Reports to and is evaluated by: Board of Directors

Position Requirements and/or Skills:

- Master's degree required in Educational Leadership or equivalent, sixty hours of ESOL training, and any other requirements per FLDOE to remain in compliance for this position.
- Minimum of two years as a successful charter school principal with experience in elementary and secondary preferred; or three years as a successful charter school assistant principal with experience in elementary and secondary preferred. Must show a verifiable proven track record of school wide academic and operational experiences.
- Knowledgeable of the State of Florida requirements for public charter schools, 1002.33FS, pertinent to a charter school board's management, a charter school's building level operations, curriculum, instruction and business/finance.
- Knowledgeable of the State of Florida requirements of applicable regulations relative to compliance for charter schools and their governing boards within those relevant sections of K-12 Chapter laws.
- Strong public relations skills and ability to work with diverse community factions including parent resource association/PTA.
- Other responsibilities as required of a school principal in the State of Florida.
- Demonstrated understanding that the head of a public charter school serves as manager of the governing board's affairs relative to school operations and must fulfill certain responsibilities relegated to a public school district superintendent's role (as specified in statute).
- Must possess a desire to work with children and adults in a fast paced and student educational environment where higher expectations for job performance are expected.
- Must commit to providing ongoing support for students, parents, faculty, and staff.

General Expectations:

- Provides leadership, oversight, management, guidance and support for Lutz Preparatory School and Lutz Pre-Prep.

- Ensures the safety, security and well-being of all students, employees and visitors to campus.
- Implements all building level policies and procedures.
- Provides instructional leadership for academics, curriculum and instruction.
- Provides leadership, mentors, supports and evaluates the Administrator for Elementary School Education (AESE) and the Administrator for Middle School Education (AMSE).
- Oversees and monitors property and physical plant.
- Provides guidance, advice and support for the Board and its committees.
- Prepares the annual FTE projections and monitors FTE as it impacts funding the foundation's budget.
- Manages the daily FTE including student survey period reports, FTE pre-verifications and regular FTE verifications for the sponsoring school district.
- Monitors the Florida Finance Committee reports for substantive changes and responds appropriately.
- Works with Finance Manager to draft and recommend to the Board the annual budget.
- Manages and is accountable for the Board's approved yearly operating budget. Works within approved budget, conserves organizational resources, develops and implements cost saving measures.
- Serves as chief signatory for all financial checking accounts.
- Drafts and recommends, annually, to the Finance and Development Committee, the employee salary schedule and, if applicable, merit award pay plans.
- Executes all federal, state, local required reports including but not limited to the Florida State Department of Education Accountability Report.
- Approves student accounting and attendance documentation for FTE compliance and verification as submitted to the Florida Department of Education.
- Drafts, revises, amends, and recommends to the Board all policies and procedures with a focus on any federal and state legislative changes to ensure full compliance.
- Hires, supervises, provides training and support, evaluates, suspends and terminates all employees, and informs the Board.
- Oversees EEO and ensures full compliance on all matters involving human resource management.
- Ensures Sunshine Law compliance in all Board and school matters.
- Provides advice to the Board on matters of strategic planning, as requested.
- Serves as the liaison to School District of Hillsborough County's School Board, Superintendent, senior staff, and Director of district charter schools.
- Serves as the liaison to the State Legislature, Florida Department of Education, Florida State Board of Education and the U.S. Department of Education.
- Serves as the liaison with all community agency heads and government officials.
- Works with funding agencies and organizations to secure grant opportunities.

- Reviews and updates, as necessary, the schools' student, parent and employee handbooks for board approval.
- Supervises the lottery process and enrollment procedures.
- Drafts for presentation to and approval by the Board the state legislated school year calendar.
- Provides oversight and management for all capital projects.
- Provides oversight for school sponsored community initiatives.
- Provides oversight for Parent Resource Association President/Parent-Teacher Association.
- Oversees all parent communications, parent conferences and all parent activities held on and off site.
- Determines all instructional supply needs, instructional equipment, technology and textbook requests during the yearly budget process.
- Manages instructional materials and school supply requests for curriculum and instruction.
- Develops, organizes and implements all curricular and instructional programs and appropriate implementation timelines.
- Develops the annual preplanning schedule and activities.
- Develops the elementary and middle programs' master schedules with input from assistant administrators and teachers.
- Ensures schools' compliance in offering state mandated courses at appropriate levels.
- Oversees all registration and withdrawals for the purpose of providing student schedules and other related issues.
- Provides leadership for school improvement plan process, and other curricular and instructional related plans that may be required by law.
- Provides leadership for academic/instructional mentoring and professional development programs for all employees.
- Represents the school at all district charter school principal meetings.
- Drafts and amends policy and procedural directives for curriculum, instruction and operations.
- Oversees discipline and attendance policies with delegation, if desired, to assistant administrators for execution of discipline policy.
- Supervises the counseling program and all secondary ancillary programs
- Supervises Exception Student Education
- Supervises ESOL Education
- Supervises 504 Students
- Supervises school athletic program
- Conducts faculty and staff meetings.
- Oversee afterschool programs

- Oversees the schools' for master calendars.
- Oversees new students and employees orientation programs.
- Oversees open house, prospective families night and any parent orientation programs.
- Creates and oversees teacher/staff internal instructional/work day calendar.
- Oversees and monitors employee duty schedule.
- Oversees school wide awards for students, employees and parents.
- Oversees research efforts and associated professional development.
- All other duties as assigned by the Board.

Must Demonstrate Effective:

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| 1. Decision making: | Demonstrates the readiness and confidence to make or share decisions in a timely manner; using appropriate levels of involvement so that actions may be taken and commitments made by self and others. |
| 2. Commitment | Acts in accordance with the shared vision and mission of the school; cares about the school's reputation inside and outside the school; is aware of the effect his/her decisions make on the organizations. |
| 3. Communication | Influences and has effect upon both schools stakeholders by a variety of means, such as persuasive argument; setting examples or using expertise; is able to present one's ideas to others in an open, informative and non-evaluative manner; is able to write clearly and concisely. |
| 4. Analysis and Judgment | Uses data to implement curriculum and instructional supervision; gathers, analyzes and uses data from varied and multiple sources to build relationships, forms concepts and hypotheses; analyzes alternatives and perspectives when solving a problem or making a decision. |
| 5. Proactivity | Demonstrates readiness to initiate action and take responsibility for leading and enabling others to improve the circumstances being faced or anticipated. |
| 6. Management Skill | Organizes cooperatively with staff and other stakeholders to design and implement ways to reach the goals and mission of the school. |
| 7. Facilitative Leadership | Motivates others to work effectively through the use of facilitative skills; shows concern for diverse perspectives as well as empathy for others feelings; is adaptable. |
| 8. Interpersonal Sensitivity | Discovers, understands, verbalizes accurately and responds empathetically to perspectives, thoughts, ideas and feelings of others. |
| 9. Management Control | Establishes systematic processes to receive and provide feedback about the progress of work being done. |
| 10. Achievement Orientation | Does things better than before by setting goals that encourage self and others to reach higher standards. |

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| 11. | Developmental Orientation | Holds high and positive expectations for the growth and development of all stakeholders, including self. |
| 12. | Organizational Sensitivity | Demonstrates awareness of the effects of his/her behavior and decisions on all stakeholders, both inside and outside the organization. |
| 13. | Delegation | Entrusts jobs to be done – routine as well as beyond routine assignments – to others, giving them authority and responsibility for accomplishment. |

Governing Board Expectations:

- The Board expects all employees to demonstrate regular and predictable attendance; fully support the vision, mission, guiding principles, goals and strategic plan.
- The Board expects all employees to engage in civility, respect and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.
- The Board expects that every member of our school community treats each other with dignity and respect.
- The Board expects the Director of Schools to be the role model for our students, teachers, staff members and community.