



# MARCO ISLAND CHARTER MIDDLE SCHOOL

A PUBLIC MIDDLE SCHOOL

1401 Trinidad Avenue, Marco Island, Florida 34145 Phone (239) 377-3200 Fax (239) 377-3201

*WHERE CHILDREN LEARN TO SUCCEED*

CEO/Principal

## *PROFESSIONAL CAREER OPPORTUNITY IN SCHOOL ADMINISTRATION*

Marco Island Charter Middle School (MICMS) is seeking an Assistant Principal who is an exemplary educational leader, dynamic and committed to assisting teachers and students achieve their maximum potential.

This is a unique opportunity to practice your educational leadership skills in a 21 year old school that has been recognized as one of the top public middle schools in Florida and designated by Florida's Department of Education as a "High Performing Charter School."

Starting time is negotiable but the successful candidate must be under contract by July 1, 2019.

Interviews will be held during the month of April.

Individuals who are interested in this employment opportunity, should submit a resume by February 25, 2019. Resumes will be reviewed and interviews will be held in February and early March.

Salary and benefits are competitive and MICMS is part of the Florida Retirement System.

The successful candidate should have a Master degree or higher in Educational Leadership, Curriculum and Instruction or related field, a minimum of 3 - 5 years of teaching experience and experience as a school principal or assistant principal, excellent communication skills and a strong knowledge base regarding curriculum and pedagogy.

The ideal candidate will be:

- Highly diplomatic and able to lead with integrity, courage, vision, hope, and compassion
- Passionate about connecting with teachers and students while overseeing a positive school environment that reflects high expectations and accountability
- Skilled in identifying problems and brainstorming solutions
- Experienced in administering state assessments and evaluating Instructional Personnel
- Competent in building a master schedule, scheduling students and providing students with a class schedule
- Able to organize and manage multiple priorities
- Comfortable working with and interpreting large amounts of data and preparing reports
- Knowledgeable in the use of technology in the classroom and in troubleshooting problems with computers
- Assisting the Principal with discharging various responsibilities that the principalship demands

For a detailed job description visit [www.micms.org](http://www.micms.org).

Resumes, Application, and Inquiries may be emailed to [MICMSJOBS@gmail.com](mailto:MICMSJOBS@gmail.com).

## **JOB DESCRIPTION**

### **TITLE:**

Assistant Principal (A.P.)

### **SUMMARY:**

This position exists to assist the C.E.O./Principal in discharging the many duties and programs that are required to operate a “high performing public charter school” in the State of Florida. The primary area of responsibility is overseeing the Academic Program of the school by: Building a Master Schedule, Scheduling the Students, Conducting Teacher Evaluations, Coordinating and Administering both the FSAs and the EOCs and Developing the Curriculum and Instruction for the school.

### **SUPERVISION:**

The Assistant Principal will report to and receive supervision and direction from the C.E.O./Principal.

### **GENERAL RESPONSIBILITIES:**

The Assistant Principal is the Chief Academic and Operational Officer when the C.E.O./Principal is unavailable.

The A.P. assists the C.E.O./Principal with:

1. organizing and delivering the Academic program of the school,
2. providing guidance and instruction to the faculty and students,
3. discharging the duties associated with the State of Florida assessment program.

### **SPECIFIC RESPONSIBILITIES**

*The Assistant Principal assists the C.E.O./Principal by:*

1. Providing Leadership in the school’s Academic Program
2. Building the Master Schedule and scheduling students, teachers, and room assignments
3. Overseeing the Exceptional Student Education (ESE and Gifted) program as well as the school’s 504 and English Language Learner (ELL) programs
4. Communicating with Parents with regards to concerns that the School has about a student’s academic performance and conferring with the parent who has met with the student’s teacher and received no satisfactory response (as interpreted by the parent) or solution to their child’s poor academic performance
5. Offering Staff Development exercises, programs, materials, etc.
6. Evaluating Teachers using an approved Teacher Evaluation process (currently Marzano)
7. Mentoring and guiding teachers in their quest to improve their job performance
8. Completing appropriate reports required by the Florida Department of Education and/or the District School Board of Collier County
9. Organizing and administering the Florida Standards Assessments (FSA) and the End of Course (EOC) examination program, as well as other required assessments and certifying that these assessments were administered with integrity and fidelity
10. Attending appropriate District meetings
11. Participating in the school’s department and grade level (teaming) meeting whenever possible
12. Organizing faculty meetings and setting its agenda
13. Delivering academic counseling to students who receive grades of “D” or “F”
14. Seeking assistance for those students who need after school help or tutoring
15. Maintaining and updating the school’s website
16. Performing other duties as assigned by the C.E.O./Principal