The First Academy is a Christ-centered, college-preparatory school serving over 1,300 Central Florida students across four academic divisions – Upper School (9th-12th), Middle School (6th-8th), Lower School (Preschool-5th), and the Extended Educational Programs (Homeschool and Unique Abilities Education).

Position Reports To the Assistant Head of School for Pk-12 Programs & Parent Relations

Position Summary: The Upper School Principal is accountable and responsible for the day-to-day leadership, management, operations, and welfare of the 9th-12th grade students, students’ parents, faculty, and staff. The Upper School Principal takes the lead in deepening the Christ-centered culture in the Upper School by proactively examining and building classroom management practices, identifying trends in student culture and working to mitigate or affirm them, and serving as the lead learner when it comes to knowing the students in our care. The Upper School Principal ensures that students have opportunities to thrive and contribute to the Upper School community at TFA.

Essential Position Functions:

Leadership

- Support the mission and vision by leading, developing, and implementing programs to advance the school’s spiritual, academic, and co-curricular programs
- Lead the Upper School team, students, and families with a passion for excellence, skillful delegation, campus safety, and treasured timeliness
- Leads with a winsome, joyful approach that positively impacts the Upper School
- Support and maintain TFA’s school Gospel-Centered School Culture through personal example (the living curriculum), leadership, mentorship, and efficient and effective communications
- Conduct informal and formal evaluations of all Upper School faculty and staff members and establish individual performance improvement programs when needed
- Collaborate and align PK-12 initiatives with the Lower School and Middle School Principals
Lower School Principal
Job Description

- Advise on student, faculty, and staff-related matters and participate in the recruitment, employment, assignment, promotion, and renewal of faculty and staff contracts
- Work with the Upper School Assistant Principal and Middle & Upper School Dean to enforce student code of conduct accountability, including uniform policy
- Lead faculty meetings and foster inter-departmental collaboration, connection, and teamwork
- Assign and manage all faculty collateral duties and coordinate with the Senior Director of Finance to ensure compensated collateral duties are within budget thresholds
- Notify the Assistant Head of School for Development of cultivation candidates in support of the school’s advancement objectives

Curriculum Development and Instructional Program

- Lead an instructional program consistent with TFA’s vision and mission statements
- Support the recruitment of teachers to expand TFA’s Upper School academic teams and programs
- Work with the Academic Dean in assessing and supervising teachers’ syllabi, curriculum maps and guides, teacher lesson plan entries, and web-based curriculum content
- Work with the Academic Dean in interpreting data results, including student test results and school culture surveys, to inform instructional practices
- Work with the guidance team to complete the Upper School master schedule to ensure the efficient and effective use of faculty and facilities
- Actively participate in professional enrichment and school benchmark research to be actively aware of development in the field of secondary school education

Management

- Oversee the Student Leadership programs, including faculty and students, to facilitate 9th-12th grade class initiatives and activities
- Manage and coordinate the efforts of the faculty advisors for the Upper School student awards and honor societies
• Work with the Human Resources department to ensure Florida state and teacher and staff certifications are maintained following accreditation guidelines

**Spiritual Formation & Student Life**

• Team with Spiritual Formation leaders to develop student discipleship programs and
• Team with the Upper School Chapel lead to oversee student chapel leadership, engagement, and programming
• Team with members of the administrative leadership team to plan and execute special events, including retreats, open houses, college night, homecoming, school-sponsored dances, rising senior night, graduation, etc.
• Coordinate and oversee student leadership elections and mentor student leaders
• Partner with the Fine Arts and Athletics Programs to provide support and involvement for students and faculty/staff invested in those programs
• Proactively support student life needs, including leadership opportunities and student engagement, to promote positive student interaction and behaviors
• Oversee Upper School student discipline and provide recommendations to the Assistant Head of School for higher-level infractions
• Communicate student discipline issues to faculty and staff as appropriate and coordinate with external law enforcement agencies when required

**Student Records Management and Testing**

• Research, classify, and record all student, faculty, and staff daily attendance records and enforce attendance standards
• Assist in the scheduling, planning, and managing all standardized testing programs (excluding admissions)
• Notify the Athletic Director of student-athletes whose academic performance or attendance could impact their eligibility

**Guidance**

• Oversee the guidance office in planning and organizing Upper School students’ scheduling to include initial enrollment and drop/add
Upper School Principal
Job Description

- Oversee the guidance office’s periodic review of students’ records to ensure students have the required number of credits for graduation according to their diploma classification
- Ensure the guidance office properly computes grade point averages and student rankings to determine honor graduates
- Support the guidance office with its college placement program to include advertising college fairs, conducting a college night, and expanding college admission office contacts

Budget

- Oversee the day-to-day execution of the Upper School budget
- Assist the Assistant Head of School for Development in fundraising as requested

Admissions

- Coordinate with the Admissions Director and review all applications/transcripts/test scores for prospective Upper School students, conduct family interviews, and provide recommendations to the Senior Director of School Growth & Improvement and the Assistant Head of School for Pk-12 Programs & Parent Relations for student acceptance/non-acceptance
- Lead the retention efforts of Upper School students, rising 9th-12th grade

Required Qualifications and Experience:

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, First Orlando, and the School’s Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and be a role model to students and others within these guidelines.
- Evidence of a mature personal Christian faith consistent with the First Academy Statement of Faith, including being a born-again Christian, active Church member, exhibiting a close personal walk with Jesus Christ, modeling an exemplary Biblical
lifestyle, and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling

- Present a positive image of the school to others and to the community
- Complete or in process advanced degree in Education: M.S., M.A., Ed.S., Ed.D., or Ph.D
- Serve as an advocate and relationship builder for students and teachers
- Will require some evening and weekend work
- Ability to perform work accurately and thoroughly, detail-oriented
- Demonstrate strong problem-solving and conflict-resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner, and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/employee matters.
- Experienced with using technology, including Apple products, Google Suite, and FACTS SIS