



Position

Network Principal Grades 6-12

MAEF Public Charter Schools (MPCS)
Mobile, Alabama

Reports Directly to: Superintendent

Salary: \$125,000.00 - \$145,000.00 a year

- Up to \$20,000 dollar Performance Incentives, based upon network academic performance

Position Overview:

ACCEL Academy, recognized for its forward-thinking and progressive culture, seeks a **Network Principal of Grades 6-12**. Having responsibility for the entire school program, including curriculum and instruction, co-curricular, athletics, and activities programs; supervising and evaluating faculty and classified staff; maintaining a safe environment for students and employees; developing curriculum for all grade levels; participating in school and network programs, and partnering with community organizations.

Essential Functions:

- Manages the overall operation of the school responsibly.
- Develops and maintains a humane, efficient, effective educational environment in which students are learning a challenging curriculum and are having their social and emotional needs met.
- Develops, implements, and evaluates the educational goals for the instructional program.
- Develops and implements an evaluation program to ensure staff members perform to the highest degree possible.
- Supervising, coordinating, and evaluating all professional, paraprofessional, administrative, and classified staff assigned to the school.
- Supervise the recruiting, screening, hiring, assigning, and training of school staff in conjunction with the Human Resources Division and Superintendent.
- Develops, implements, and monitors the annual school budget.
- Develops and maintains a student attendance, conduct, and discipline system that complies with network parameters and procedures.
- Prepares and submits reports as required by the network, state, and federal mandates.
- Serves as the liaison between the school and parent and community groups.
- Fosters and promotes parent and community support through the school site council, parent/faculty clubs, and booster clubs.
- Supports high staff performance by attending functions, modeling high standards, advising staff, giving praise and evaluative feedback, and holding staff accountable for their areas of responsibility.
- Oversees and manages educational support services including, but not limited to, special education, counseling services, English as a Second Language, Gifted and Talented



- Education, School-Based Coordinated Programs, and various other opportunities.
- Oversees and manages site grounds and maintenance schedules and needs.
- Provides staff with opportunities for professional development and implementation of the curriculum.

Specific Duties:

- Serves as the educational leader and administrator within the building. Directs and supervises instructional staff and administrative support personnel within the building.
 - Administers and oversees all staffing issues, concerns, and personnel actions within the building.
 - Observes, coordinates, and/or evaluates instructional staff within the building.
 - Prepares evaluation reports on certified staff in accordance with network guidelines and requirements.
 - Oversees staff development activities. Mentors and provides staff development opportunities for staff.
 - Supervises the Assistant Principals/Activities Directors in performing and implementing their duties and responsibilities.
 - Recruits, screens, interviews, and hires building-level certified and non-certified building personnel after approval from the Superintendent.
- Administers and monitors all school programs and curricula in accordance with various local, state, and federal rules, standards, and guidelines.
 - Monitors and implements building programs, policies, and initiatives.
 - Plans and implements network programs, policies, and initiatives.
 - Monitors goals and progress concerning student performance and assessment/testing results.
 - Implements changes and curriculum programs in assigned areas of responsibility.
- Performs various public relations functions within the network and serves as the primary spokesperson concerning building-level issues. Serves as a liaison between building-level personnel and network Administration or officials.
 - Confers with and/or mediates disputes between students, teachers, staff, parents, and/or the public.
 - Prepares newsletters, memos, handbooks, and communications with the media/press/public.
 - Addresses issues, concerns, and disputes over discipline, activities, programming, and/or curriculum.
 - Prepares, recommends, and administers the approved building budget.
 - Meets with building-level leaders to seek and review budgetary requests and needs.
 - Summarizes building-level requests, justifications, and priorities and oversees the ordering of all budgetary items.
 - Directs Special Education Services and programs.
- Attends Assessment and IEP meetings in compliance with state and federal requirements.
 - Ensures FAPE for all students.
 - Directs Child Finds for resident network students.



- o Ensures accurate recordkeeping and documentation consistent with state and federal requirements.
- Oversees, collaborates, and directs safety programs and activities within the building, including safety drills, building lockdowns, building searches, school and parking lot security, medical emergencies, vandalism, violence, and other related issues and safety programs.
- Prepares and administers the department budget.
- Serves and participates in various network committees, task forces, and/or administrative meetings to address a variety of education and managerial issues impacting the network's operations and building.
- Performs other duties of a comparable level or type, as required.
 - o Provides professional expertise and assistance to individuals, other network staff and the community concerning areas of instructional expertise/knowledge.
 - o Attends training sessions, conferences, seminars, and network and regional/state meetings/committees.
 - o Keeps abreast of changing developments, trends, and technologies within the field.

Ability to:

- Thorough understanding of curriculum and instruction and other student-related services.
- Proven ability to supervise multiple functions with full accountability for effective operation and results.
- Ability to use computer technology in administrative and educational settings.
- Excellent organizational ability.
- Demonstrated oral and written communication skills.
- Problem-solving and consensus-building expertise.
- Excellent human relations skills.

Required Qualifications:

- MS/MA from an accredited institution
- K-12 Administrative Certification or ability and willingness to obtain this certification
- Degree or relevant experience in working directly with middle and high-school-aged students as a teacher, mentor, or in another capacity

Terms:

Twelve (12) month, 260-day contract with salary established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

Salary: \$125,000- \$145,000 a year

- Performance Incentives based upon network academic performance

Timeline:

Interviews: May 5-8, 2025; Selection: May 22, 2025; Preferred Start Date: June 2, 2025



Benefits: Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

How to apply:

The board members seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply by **Friday, April 11, 2025** for the first cut-off and adhere to the following steps:

1. Email your resume and cover letter to: jobs@accelacademymobile.com AND mfirel@accelacademymobile.com.
Note: Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.
2. All correspondence regarding your application will be sent via email to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify “@[accelacademymobile.com](mailto:jobs@accelacademymobile.com)” addresses as “safe” so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to jobs@accelacademymobile.com AND mfirel@accelacademymobile.com.
4. All applicants must apply through Hire True. If you do not have a Hire True account, please click the link to register in Hire True. [Candidate Registration for Hire True-PC Candidate Registration for Hire True-Phone](#)
5. If you have a Hire True account, [Apply Here](#). Be sure the school system is listed as ACCEL Day and Evening Academy.

Candidates will be evaluated in accordance with their qualifications as well as professional accomplishments with an emphasis on adherence to the application process.

The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.



Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school network may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I can perform this position's essential functions with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____