Position Title: Principal

Reports to: Chief Academic Officer

Department: Administration

Salary Range: $72,000 - $82,000

**Position Summary:** In collaboration with the school’s administration, create a positive learning and training environment for the benefit of our artistically talented students in their pursuit of excellence, their families, and the faculty and staff. Primary responsibilities are to administer the educational, financial, and operational functions of Fort Worth Academy of Fine Arts to achieve the school’s mission and to comply with applicable laws and the procedures established by the Texas Education Agency and the Texas Center for Arts + Academics Board of Directors.

**Essential Job Functions:**

- Create a positive, safe environment, and be a role model and mentor for students, parents, faculty, and staff
- Oversee and administer school activities including:
  - Supervision and evaluation of faculty and staff
  - Effective, research-based curriculum and instruction, while providing support and leadership
  - Design, implementation, and evaluation of high quality organization-approved programs
  - Development and implementation of operations and school site plans to achieve approved strategic objectives
- Maintain and manage accurate data for informed decision-making, evaluation, and compliance
- Create reports and present updates to staff, parents, leadership, and governing bodies
- Others as assigned

**Essential Job Requirements:**

- Education – Master’s degree required with a concentration in education, curriculum, or administration; valid Texas education certification
- Experience – minimum eight years education experience; prior teaching experience required; administrative experience preferred
- Required Skills and Capabilities – possess thorough and current knowledge of curriculum design and effective teaching practices; team supervision and leadership with a focus on consensus building; ability to work collaboratively with a diverse team; excellent verbal and written communication; budget planning/management
- Preferred Skills and Capabilities – demonstration of school-wide goals accomplishment
- Physical Requirements – ability to carry up to 35 lbs.; valid driver license

**Position Category:** Permanent, exempt, full-time
LIMITATIONS AND DISCLAIMER
This job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

_________________________________________  Title
Employee’s Name

_________________________________________
Employee’s Signature  Date

_________________________________________
Supervisor’s Name  Title

_________________________________________
Supervisor’s Signature  Date