

# Collegiate High School - Principal at Northwest Florida State College

**Department:** Collegiate High School  
**Hours:** Full-Time, 12 Month Position  
**Classification:** Administrative II  
**Salary:** \$55,413.00 - \$73,044.00  
**Location:** Niceville Campus  
**FLSA Status:** Exempt  
**Application Deadline:** Open until filled



## Qualifications

- Minimum of Master's degree required.
- Minimum of three years' experience in administrative and/or leadership positions in K-12 education management, preferably in a high school environment.
- Experience with budgeting process and FTE data collection, charter school funding, and secondary/postsecondary fiscal procedures and processes; classroom experience; experience in recruiting/public relations.
- At least three years of college and university experience in planning, implementing and evaluating innovative education programs at the secondary, college, or university level preferred.
- Knowledge of Florida Statutes pertaining to Charter Schools preferred.
- Communicate effectively, both in writing and orally, with members of the community and college staff.

## Duties and Responsibilities

- Provide administrative and instructional leadership in carrying out the Collegiate High School mission.
- Demonstrate knowledge of State Board Policies, applicable state statutes, and an awareness of Okaloosa School District policies and procedures.
- Serve as spokesperson for the Collegiate High School by communicating effectively, both in writing and orally, with administration, faculty, staff, students, parents, and members of the community.
- Work effectively with the administration, department chairs, faculty, staff, and students, being available on a regular and convenient basis for assistance in the performance of assigned duties.
- Prepare projections for FTE funding to formulate the school budget.
- Prepare the annual school budget, process all purchase requisitions for the school, and maintain accurate control over school expenditures.

## Duties and Responsibilities continued

- Administer procedures and policies to ensure a safe and orderly learning environment.
- Administer appropriate procedures for accounting, record keeping, and property inventory procedures.
- Work cooperatively with the Dean –College Pathways & Teacher Education in identifying, recruiting, and recommending to the President any full-time or part-time faculty and clerical needs.
- Coordinate and facilitate effective academic advisement of students in the charter school.
- Work cooperatively with the Okaloosa School District Superintendent of Schools, the district and school staff in providing appropriate and effective educational strategies for students.
- Evaluate the educational needs of students and provide appropriate programs within resources provided by the funding formula.
- Provide leadership in administering tests designed and adopted to measure student achievement.
- Develop long-range and short-range plans for instructional and facility needs.
- Serve as a member of the Chief Academic Officer Staff and College Curriculum Committees, and keep NWF State College Division Directors fully informed about Collegiate High School activities and issues.
- Serve as the first point of contact for parents of Collegiate High School students in matters of instruction and discipline.
- Keep records and prepare reports as required by the terms of the charter contract with Okaloosa County School District and by the governing board of the Collegiate High School.
- Coordinate and facilitate adequate transportation in accordance with Florida Statutes.
- Perform other such duties as may be assigned.

## Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Electronic copies of transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)
- Resume, including professional references.
- A cover letter explaining why you consider yourself qualified for this position.

To apply for this position, please visit our website: <https://www.nwfsc.edu/about/human-resources>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

**NORTHWEST  
FLORIDA  
STATE COLLEGE**