Adams 12 Five Star Schools

Job Description
Prepared/Revised: **January 2025**

Job Title:	**Bond Principal Liaison**	Job Code:	**B3086**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range**:**	**Level 19**
Typical Work Year:	**12 months**		

SUMMARY: This position entails working with multiple stakeholders as a part of the 2024 Bond Program. The role is the liaison between the building administrator(s), the Bond Department, and District leadership to facilitate the implementation of the construction project being undertaken at the school site. This position also is expected to attend all Owner/Architect/Contractor meetings as the representative for the building principal, assisting in the coordination of construction activity to minimize disruption to the learning environment. The position also entails a number of tasks such as moving coordination/support, presenting safety presentations, communication with building staff, in addition to bi-weekly and/or monthly updates to the school community. Finally, a strong working knowledge of the Adams 12 Five Star School policies and procedures, both at the school and district level, is critical for success in the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Support building principals during construction by providing logistical support (schedule changes, disruption issues, safety, security access, office relocation, custodial and maintenance support, and assistance in addressing community concerns).	W	30%
2. Attend weekly Owner, Architect, Contractor (OAC) meetings to advocate for the needs and interests of students and staff and act as the liaison between the building principal and building architects and contractors.	W	25%
3. Collaborate with Communications staff to provide timely bond program related communication to school communities.	W	10%
4. Support Construction, Facilities and Design personnel (project managers) by assisting in move coordination, furniture reallocation, presenting safety plans to school staff/support personnel, and other duties as needed.	W	10%
5. Attend all bond meetings including, but not limited to; Bond Planning Team, Design Advisory Team meetings, and project manager meetings to support ongoing/future bond construction projects.	W	10%
6. Assist District personnel in supporting best practices in school design, creating requests for proposals (RFPs), specifications, creating construction safety material, and developing logistical guidelines in packing, storage, and moving for school staff.	W	10%
7. Assist in other duties as assigned including, but not limited to, drawing review, punch list, warranty, and supporting affected districtwide systems.	W	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Over five years of experience as a School Administrator
- Previous bond project experience required
- Master's degree plus additional coursework required to obtain a Colorado Type D Certificate/Principal/ Administrator's License

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Type D Certificate/Principal/Administrator's License
- A valid driver's license
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation, and conflict management skills.
- Proficient personal computer skills.
- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE*:*

- Operating knowledge of District information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Partnership in bond resource decision making

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	