Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Principal, Alternative High School**	Job Code:	**3087**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**P02**
Typical Work Year:	**11 months**		

SUMMARY: Provide overall leadership, direction, supervision and accountability at the alternative middle and high schools in the areas of instruction and curriculum, student educational development and achievement, safety and security, staff development and evaluation, community building, school plant, human resources, financial management, student services and activities (e.g., student discipline, attendance, etc.) and articulation with District and other institutions. Act as administrative liaison to the adult high school program. Analyze student achievement data.

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. Coordinate, supervise and direct the pupil services components of the alternative education program, including attendance, discipline, diagnostic center, counseling and related services.	D	15%
2. Supervise and evaluate the instructional and support staff.	D	10%
3. Coordinate, implement and evaluate the instructional program and master schedule, including the computer-assisted instruction program (i.e., expelled students).	D/W	15%
4. Attend and participate in necessary District level meetings and task forces.	D/W	10%
5. Direct, supervise and coordinate school climate as related to students, staff, parents and community. Establish and maintain public relations through communication with District staff, community, students and parents. Troubleshoot and resolve problems and concerns.	D/W	5%
6. Plan, organize and direct staff meetings to address ongoing program needs, emerging issues, calendar and student support and interventions.	D/W	5%
7. Supervise, monitor and support the High Plains High School and adult education programs. Provide necessary input, direction and evaluation of the programs as directed by the program coordinator.	D/W	5%
8. Coordinate the alternative education curriculum, including all subject areas, support classes and programs. Implement and monitor curriculum framework, assessment, evaluation and differentiated certificates.	W	10%
9. Develop, implement and monitor the alternative education resource allocation process and budget, including the computer-assisted instruction budget.	W/M	5%
10. Monitor and participate in school/community meetings and programs to develop and support the school improvement process.	W/M	5%
11. Coordinate, monitor and evaluate the alternative education enrollment process including articulation with other schools and special education staff.	M	5%
12. Direct, develop and implement the building, District and state accountability and accreditation workbook.	M	5%
13. Participate in personal professional growth activities.	M	1%
14. Perform other duties as assigned.	Ongoing	4%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree plus additional coursework required to obtain a Colorado Type D Certificate/Principal/ Administrator's License.
- A minimum of five (5) years of experience in teaching/administration, with a minimum of three (3) of those years employed as a teacher or special services provider, (SSP).

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Type D Certificate/Principal/ Administrator's License.
- Valid Colorado driver's license.
- Classified Employee and Certified Employee Evaluation Training Certificates required within one month after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Advanced skill in dealing with community agencies, staff and students with diverse needs at various levels.
- Management, facilitation and problem solving skills.
- Basic microcomputer and software skills.
- Intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans (RDPs).
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, high-risk student needs, adult learning theory and practices, discipline and attendance issues and master agreement/labor relations.
- 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
- Ability to promote and follow Board of Education policies, District policies, building 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers
- General office equipment
- Microsoft Office applications
- SASI application required within one week after hire
- Emergency equipment, such as radios, alarm systems and building generator required within one week after hire.
- SmartMart application required within two weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	School Leadership Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Assistant Principal, Alternative	1	070807
	Certified Teachers	28	varies
	Office Manager, High School	1	1301
	Campus Security Officer	2	1203
	Registration Specialist, Secondary	2	1303
	Bookkeeper, High School	1	1001
	Media Specialist	1	300099
	Secretary, High School	2	1315
	Secretary, Middle School	1	1316
	Office Clerk I	3	1317
	Family Outreach Liaison	1	1252
	Speech-Language Pathologist	1	1770SP
	School Psychologist	2	1700PY
	School Social Worker	1	1700SW
	Health Aide	1	1254
	Instructional Coach	1	4063
	Counselor	3	310020
	Lead Custodian	1	1103
	Custodian	1	1105
	Head Custodian , High	1	1100

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring and coordinating the alternative high school's budget and computer-assisted instruction budget. Present budget to stakeholders for review as part of the accountability/accreditation workbook.
- Review and support the budget process for High Plains High School.
- Initiate and approve requisitions and responsible for supplies, equipment and inventory.

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 to finger, 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	