Adams12 Five Star Schools

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

Job Title:	**Assistant Principal - Elementary**	Job Code:	**3085**
Job Family:	**Certified**	FLSA Status:	**Exempt - P**
Pay Program:	**Administrative**	Pay Range:	**AP1**
Typical Work Year:	**10 months**		

SUMMARY: Assist the Principal in the administration of the elementary school, including but not limited to, developing and enforcing policies related to student discipline and attendance; planning, organizing and implementing curriculum; hiring, supervising, evaluating and assisting with dismissing personnel; monitoring and enforcing building safety and security; assisting in planning and implementing student programs; and assisting in the development and implementation of the school improvement plan.

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. Duties and assignments may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time	Ends Statement
1. Develop, implement and maintain discipline policies and procedures.	D	25%	1, 2
2. Develop, implement and monitor attendance policies and procedures.	D	15%	1, 2
3. Plan, organize and implement curriculum and instruction in accordance with District and state guidelines and procedures.	D	20%	1, 2
4. Develop and maintain relationships with parents and community to encourage and value their participation in the learning experience of the whole child.	D	10%	1, 2
5. Assist in the management of human resources, including hiring, supervising, evaluating and assisting with dismissing personnel.	D	10%	1
6. Monitor safety and security of the building. Respond timely to building security and maintenance needs.	D	5%	1, 2
7. Assist in program planning and implementation for recipient groups (e.g., gifted and talented, ELL, non-categorical, special education, at-risk, etc.).	D	4%	1
8. Assist in the development and implementation of the school improvement plan, including staff development.	W	5%	1, 2
9. Assist in implementing and gathering student data.	Q	4%	1, 2
10. Participate in personal professional growth opportunities.	Q	1%	2
11. Perform other duties as assigned.	Ongoing	1%	

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree plus additional coursework required to obtain a Colorado Type D Certificate/Principal/ Administrator's License.
- Minimum of three years of teaching experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Intermediate to advanced knowledge of and ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans (RDPs).
- Basic microcomputer and software skills.

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.
- Emergency equipment, such as radios, alarm systems and building generators required within one week after hire.
- General office equipment required within 4-6 weeks after hire.
- SASI application and SmartMart application required within 1-2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Elementary School Principal	3082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	The following vary based on building assignment:		
	Certified teacher	35-50	varies
	Paraeducator	5-20	varies
	Head Custodian, Elementary	1	1101
	Office Manager, Elementary	1	1300
	Assistant Secretary, Elementary	1	1314

- Supervisory responsibilities include interviewing, disciplining, directing work, assigning work, training and evaluating. Assists with hiring and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in administering and monitoring the school budget and initiating requisitions.

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 or feed			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			
Up 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	