Adams12 Five Star Schools

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

Job Title:	**Assistant Principal, Career/Tech Ed**	Job Code:	**4073**
Job Family:	**Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**AP2**
Typical Work Year:	**10 months**		

SUMMARY: Assist the Principal in the administration of the Career and Technical Education school (CTE), including resolving student attendance and discipline referrals; overseeing accommodations for special education students; assisting with hiring, supervising and evaluating staff; assisting with compliance; assisting with budgetary responsibilities; and ensuring a safe and healthy educational environment.

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. Resolve student attendance and discipline referrals.	D	30%
2. Oversee the implementation of accommodations and modifications for special education students and English Language Learners.	D	10%
3. Assist in the maintenance of a safe and healthy educational environment.	D	5%
4. Assist in the compliance with guidelines provided by Colorado Department of Education, and Colorado Community College System.	D	5%
5. Participate in the supervision and evaluation of classified and certified staff members. Participate in the employee hiring process.	D	15%
6. Oversee the sponsorship of co-curricular activities, e.g., SkillsUSA, TSA, HOSA and MESA.	W	5%
7. Assist with building construction projects.	W	5%
8. Support the school improvement process.	M	10%
9. Oversee the custodial budget.	M	5%
10. Perform other duties as assigned.	Ongoing	10%

EDUCATION AND RELATED WORK EXPERIENCE:

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

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Principal's License.
- Classified Employee and Certified Employee Evaluation Training Certificates required within one year after entering position.
- Ability to frequently travel among district and community facility locations.
- Career Technical Education (CTE) Credential required within 1 year after entering position.

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).
- Knowledge of special education laws and mandates, maintenance/mechanical systems, and emergency response.
- Familiarity with apprenticeship, internships and job shadowing to help support student career planning efforts.
- Basic computer and software skills.
- 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 form 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 maintain confidentiality in all aspects of the job.
- 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 and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc
- Operating knowledge of fire prevention equipment required within 1 week after entering position.
- Operating knowledge Microsoft Office and Google applications.
- Operating knowledge of emergency equipment, such as radios, alarm systems and building generators required within one week after hire.
- Knowledge of district student information application required within two weeks after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Career and Technical Education	5076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Head Custodian	1	1100
	Certified Staff	10-25	varies
	Paraeducator, Computers	1	1253
	Paraeducator, Classroom Asst	1	1259

- Supervisory responsibilities include assisting with the hiring process by screening applications, interviewing classified and certified applicants, conducting reference checks and supervising, disciplining, instructing and evaluating classified and certified staff members.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for administering, monitoring and initiating requisitions for the custodial budget with respect to equipment and supply needs.
- Participate in developing and coordinating the custodial budget.
- May coordinate Head Custodian allocation with Early Childhood Center Campus.
- Oversee fundraising activities.

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 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	