Adams12 Five Star Schools

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

Job Title:	**Principal Career & Technical Education**	Job Code:	**5076**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**P02**
Typical Work Year:	**11 months**		

SUMMARY: Develop, facilitate and manage Secondary Career and Technical Education (CTE) programs to support career pathways and integrated academics by providing instructional leadership, community building and human and financial resources management. As principal, carry out the mission of the school to ensure a quality educational experience by preparing students with specific technical skills, employability skills and integrated academics for advancement along a career path and lifelong learning.

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. Plan, schedule and facilitate the work of others, resource management and time management. Evaluate administrative, certified, classified staff. Seek and coordinate technical assistance and professional development opportunities for CTE teachers. Oversee the issuance and currency of credentials for CTE teachers in the school.	D	17%
2. Ensure the acquisition and efficient allocation and utilization of financial resources for the school.	D	15%
3. Lead, support, coordinate school-wide programs through planning and implementation processes, which include but not limited to Career Pathways, Integration of Academics, Integration of technology and work skills for the 21st century, and industry engagement.	D	15%
4. Prepare and submit all necessary reports to the Director of CTE, documenting expenditures and revenues for all school's career and technical programs. Ensure compliance with the process requirements of CCCOES for all school's CTE approved programs. Anticipate and implement the State and Federal CTE Program guidelines as mandated by CCCOES in conjunction with teachers, principals and the Director of CTE to ensure program compliance.	W	15%
5. Develop and carry out a vision that increases student participation and engagement in alignment with the district strategic plan.	D	10%
6. Research current trends and programs in CTE. Collaborate with community members on partnerships to support instructional programs. Utilize assessment data in planning, budgeting and delivering instructional programs	W	10%
7. Ensure quality student service programs (i.e. attendance, discipline, records, special services, guidance/counseling, schedules, and emergency procedures).	D	7%
8. Serve and actively participate on a variety of district, regional and state committees as an educational leader. Adhere to and communicate the district strategic plan and district policies to the school community	W	5%
9. Promote the continual development of a quality educational environment through personnel decisions, recruitment, interviewing and hiring.	A	3%
10. Perform other duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education or Business plus additional course work required for Principal/Administrative licensure (CDE), Local CTE Director/Administrator Credential Colorado State Board for Community Colleges and Occupational Education.
- Minimum of three (3) years of experience in Administration.
- Minimum of one (1) year supervisory experience in career and technical programs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado of Department of Education (CDE) Professional Principal License required
- CTE Director licensed endorsement, issued by the CDE, required.
- Valid Colorado Driver's license required at hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Basic computer and software skills.
- Ability to increase technology skills as needed.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputer
- General office equipment.
- Microsoft Office applications

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Schools	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	CTE Assistant Principal	1	4073
	Office Manager, High	1	1301
	Registration Specialists, Secondary	1	1303
	Bookkeeper, High School	1	1001
	Secretary, High School	2	1315
	Head Custodian High School	1	1100
	Custodian	2	1105
	Building Computer Technician	1	04111
	Campus Security Officer	1	1203
	Counselor	2	310020
	ParaEducator, Special Education Instruction	1	1250
	Teacher, Vocational	20	varies

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, administer and monitor the school budget for CTE Programs.

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			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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				
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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