Adams12 Five Star Schools

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

Job Title:	**Assistant Principal, Five Star Online**	Job Code:	**3115**
Job Family:	**Certified**	FLSA Status:	**Ex. – P**
Pay Program:	**Administrative**	Pay Range:	**AP2**
Typical Work Year:	**10 months**		

SUMMARY: Assist the Principal in the administration of the online program, including hiring and evaluating staff and providing leadership in the areas of personnel, curriculum development, student programs, budgets and contracts. Responsibilities also include school safety, student attendance, student discipline and community relations.

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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise, evaluate, hire and mentor certified, classified and co-curricular staff in order to educate the whole child. Supervise pupil services programs, including discipline, attendance, guidance, special education, transportation, continuation, English Language Learner (ELL), co-curricular activities and gifted and talented.	D	30%
2. Ensure implementation of District standards in the online program by aligning curriculum with content standards through teacher observations and/or through curriculum committee work.	D	20%
3. Supervise and monitor student behavior in an effort to maintain an academic environment conducive to student achievement.	D	15%
4. Work on a daily basis with a broad range of students to ensure individual success. Interactions may involve gifted and talented, special education, at-risk or English as a Second Language (ESL) students and/or co-curricular participants.	D	10%
5. Analyze and use student assessment data to drive instruction, make recommendations regarding policy and communicate with stakeholders.	D	10%
6. Respond to parent and community concerns/questions and promote positive public relations.	D	10%
7. Support and promote student achievement through student conferences, interventions and school-based support systems.	D	4%
8. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:
- Master's degree plus additional coursework required to obtain a Colorado Principal License.
- Minimum of five years of teaching/administration experience, including a minimum of three (3) years of teaching.
- One additional year of experience in discipline, attendance and supervision (dean/administrative experience).
- Experience at elementary school preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Colorado Principal License.
- Valid driver's license.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of 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).

- Ability to promote and follow Board of Education Policies, District Policies, program 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.
- Management, facilitation and problem solving skills.
- Knowledge of effective online learning platforms and pedagogical best practices for remote leaning.
- 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 maintain confidentiality in all aspects of the job.

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 Microsoft Office and Google applications.
- 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 emergency equipment, such as radios, alarm systems and building generator required within one week of hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Five Star Online	3089

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Certified Staff	15-25	varies
	Mental Health Staff	1-3	Varies
	School Counselor	1	0310020
	Instructional Coach	1	4063

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing the school budget.
- Initiate requisitions.
- May assist principal in managing the school budget or individual accounts within the general school budget.

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/or 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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate – daily	X
Loud – lunch and hallway supervision	X
Very Loud – co-curricular supervision	X