Adams12 Five Star Schools

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

Job Title:	**Assistant Principal- K-8 School**	Job Code:	**070123**
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 K-8 school, including hiring and evaluating staff and providing leadership in the areas of personnel, curriculum development, student programs, budgets and contracts. Responsibilities also include schools 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise pupil services programs, including discipline, attendance, guidance, special education, transportation, continuation, English Language Learner, and gifted and talented.	D	20%
2. Assist in the promotion of positive school climate and staff morale through recognition programs and honoring those who excel.	D	5%
3. Coordinate outside building usage with school needs including all activities, field trips, assemblies, etc.	D	5%
4. Promote school safety by implementing safety drills for fire, tornado, and lockdown. Design and assign staff to supervision assignments before, after, and during the school day. Conduct search and seizures, work with law enforcement and enforce School District discipline policies.	D	5%
5. Implement co-curricular activities, including athletics, athletic supervision and clubs.	W	10%
6. Facilitate various building meetings, including core, department/program level, Literacy Action Plans (LAPs), 504s and staffing.	W	10%
7. Develop, implement and monitor attendance policies and procedures.	D	5%
8. Assist in the management of human resources, including hiring, supervising, evaluating and assisting with dismissing personnel.	D	
9. Assist in the development and implementation of the school improvement plan, including the planning and delivery of appropriate staff development.	M	5%
10. Assist in gathering and analyzing student data.	M	10%
11. Participate in personal professional growth opportunities.	Q	5%
12. Develop and implement various budgets, including athletics, fundraiser and co-curricular.	W	5%
13. Ensure implementation of District standards at building level by aligning curriculum with content standards through teacher observations and/or committee work.	D	5%
14. Act as liaison between school and community by responding to parent and community concerns/questions and promoting positive public relations.	D	5%
15. Assist with developing the Master Schedule.	A	3%
16. Perform other duties as assigned.	Ongoing	2%
TOTAL		100%

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 teaching experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Type D Certificate/Principal/Administrator's License.
- Ability to frequently travel among district facility locations.
- Classified Employee and Certified Employee Evaluation Training Certificates required within first year of 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, 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 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.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers
- Emergency equipment, such as radios, alarm systems and building generators required within one week after entering position.
- SASI application and Scholarsmart application required within two weeks after entering position.
- General office equipment
- Microsoft office applications

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	K-8 School Principal	061115

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	The following vary based on building assignment:		
	Certified Teacher	30-50	varies
	Para Educator	5-10	varies
	Head Custodian	1	1101
	Office Manager	1	1302
	Registration Specialist	1	1303
	Counselor	1	varies
	Media Specialist	1	varies
	Health Aide	1	1254
	Campus Supervisor	1	1203

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, monitoring, coordinating and initiating requisitions for the athletic budget.
- Solely responsible for initiating requisitions for the fundraiser budget.
- Participate in developing, administering, coordinating and initiating requisitions for the co-curricular budget.
- Participate in developing, administering and coordinating the fundraiser budget.
- Provide recommendations for developing, administering, monitoring, coordinating and initiating requisitions for the gifted and talented 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	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk			X	
Sit		x		
Use hands to finger, handle 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		
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	
Depth perception	x
Ability to adjust focus	x

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