Adams12 Five Star Schools

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

| | | | |
|---|---|---|---|
| Job Title: | **Assistant Principal, Middle School** | Job Code: | **3084** |
| 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 middle school, 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. Duties and assignments may vary based on building assignment.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|---|---|
| 1. Supervise pupil services programs, including discipline, attendance, guidance, special education, transportation, continuation, English Language Learner (ELL), and gifted and talented. | D | 25% |
| 2. Assist in the promotion of positive school climate and staff morale through recognition programs and honoring those who excel. | D | 10% |
| 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 level, Literacy Action Plan (LAP), 504s and staffing. | W | 10% |
| 7. Develop and implement staff development opportunities. | W | 5% |
| 8. Monitor, maintain and coordinate facility maintenance. | W | 5% |
| 9. Assist with the evaluation of certified and classified staff. | M | 5% |
| 10. Develop and implement various budgets, including athletics, fundraiser and co-curricular. | M | 5% |
| 11. Ensure implementation of District standards at building level by aligning curriculum with content standards through teacher observations and/or through curriculum committee work. | M | 2% |
| 12. Act as liaison between school and community by responding to parent and community concerns/questions and promoting positive public relations. | M | 1% |
| 13. Assist with developing the Master Schedule. | A | 5% |
| 14. Assist with hiring certified and classified staff. | A | 2% |
| 15. Perform other duties as assigned. | Ongoing | 5% |

**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 (3) years of experience employed as a teacher or special services provider (SSP), preferably at the secondary level.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Colorado Type D Certificate/Principal/Administrator's License.
- Valid Colorado driver's license.
- Classified Employee and Certified Employee Evaluation Training Certificates required within one 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, 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.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers and general office equipment.
- Microsoft Office applications.
- SASI application required within one week after hire.
- Emergency equipment, such as radios, alarm systems and building generators required within one week after hire.
- SmartMart application required within two weeks after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | JOB CODE |
|---|---|---|
| **Reports to:** | Middle School Principal | 3081 |

| | 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, Middle School | 1 | 1101 |
| | Office Manager, Middle School | 1 | 1302 |
| | Secretary, Middle School | 1 | 1316 |
| | Counselor | 3 | 310020 |
| | Media Specialist | 1 | 300099 |
| | Health Aide | 1 | 1254 |
| | Campus Security Officer | 1 | 1203 |
| | Registrar | 1 | 1303 |

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

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Solely 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.
- Provide recommendations for the monitoring of the co-curricular 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 |

| 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) | |
| Peripheral vision | |
| Depth perception | X |
| Ability to adjust focus | X |

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