Adams12 Five Star Schools

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

Job Title:	**Assistant Principal, High School**	Job Code:	**3083**
Job Family:	**Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**AP3**
Typical Work Year:	**10 months**		

SUMMARY: Assist the Principal in developing and monitoring practices, procedures and policies for the attainment of school goals and District ends statements by addressing competency levels in students as measured by identified eight student traits. Duties include evaluating, appraising, mentoring and monitoring certified and classified staff; supporting curriculum alignment with content standards; and supervising, monitoring and encouraging appropriate student behavior and individual student success.

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	Ends Statement
1. Evaluate, appraise, mentor and monitor certified staff in order to educate the whole child.	D	20%	
2. Support curriculum alignment 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 including, but not limited to, supervision during lunch, in the hallways and during co-curricular activities at night and after school.	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. Evaluate, appraise, mentor, and monitor classified staff in support of educating the whole child.	D	5%	
8. Support and promote student achievement and progress toward graduation through student conferences, interventions, and school-based support systems.	D	5%	
9. Hire certified, classified, and co-curricular staff.	A	4%	
10. Perform other duties as assigned.	Ongoing	1%	

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.
- One additional year of experience in discipline, attendance, and supervision (dean/administrative experience) preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Type D Certificate/Principal/Administrator's License.
- Classified Employee and Certified Employee Evaluation Training Certificates required within one (1) 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 engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- 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.
- General office equipment.
- Microsoft Office and Google 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:	High School Principal	3080

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Certified teacher	120	varies
	Psychologist	1	4060
	School Social Worker	1	4061

- 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 fingers to handle and/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	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