Adams12 Five Star Schools

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

Job Title:	**Principal, Elementary School**	Job Code:	**3082**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**P01**
Typical Work Year:	**10 months**		

SUMMARY: Demonstrate effective instruction leadership skills that provide focus on student achievement. Guide the development of a caring collaborative community that includes all stakeholders in the school. Provide purpose and vision for the school. Manage the human resources to ensure an orderly work and learning environment.

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. Articulate belief system through voice and actions, leading the school in a clear focus, communicating your vision for the school, and being the change agent when necessary.	D	16%
2. Articulate effective instructional practices by providing intellectual stimulation, being actively involved in, and having knowledge of current research in curriculum, instruction, and assessment.	D	16%
3. Assesses quality of classroom instruction by monitoring, being visible, conducting walk-throughs regularly, communicating, and providing a clear behavior structure and atmosphere.	D	16%
4. Implement an accountability system through the district accreditation process, aligning instruction with state and district standards, using the district evaluation system, providing expectations for an orderly atmosphere, holding data discussions with staff and teachers three times a year, and adapting to the needs of the current situation by seeking input. .	D	16%
5. Establish and foster an adult learning environment by maximizing collaboration and adult learning to improve instruction, providing teachers with materials, inspiring new and challenging innovations, and valuing a sense of community.	D	16%
6. Organize school operations around improvement of instruction by maintaining a safe and orderly environment, upholding state laws, contracts and District Policies, managing personnel, maintaining facility to provide a quality learning environment, efficiently managing financial resources, establishing effective public relationships, and coordinating effective instructional programs with a master schedule.	D	20%
7. Perform other duties as assigned.	Ongoing	
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in education administration plus additional course work required for Colorado principal license.
- Minimum of five (5) years of experience in teaching/administration, including a minimum of three (3) of those years employed as a teacher or special services provider (SSP).
- District Classified Evaluation System, Progressive Discipline, Conflict Management and Interviewing & Hiring courses required within one year after entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado principal license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Ability to manage conflict.
- Classroom experience necessary.
- Ability to apply educational research.
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.

- 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 promote and follow Board of Education policies, Superintendent 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 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:

- 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 typical office equipment, such as telephones, copier, fax machine, E-mail, etc

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Schools Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	The following vary based on building assignment:		
	Assistant Principal	1	3085
	Certified teacher	35-50	varies
	Paraeducator	5-20	varies
	Head Custodian, Elementary	1	060406
	Office Manager, Elementary	1	1300
	Secretary, Elementary	1	1314

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.
- Types and numbers of Paraeducators and Teachers vary depending on building assignment.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manages school budget in areas of certified personnel, paraeducators, restricted materials and supplies budget, and educational programs/materials. Also manages grants.
- Sole responsibility for developing, administering and monitoring budget.
- Participates in coordinating the budget.
- Recommend initiating a requisition.

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			
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

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			
51 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			

PLEASE INDICATE WHICH VISION DEMANDS ARE REQUIRED

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	X
Loud	
Very Loud	