Adams12 Five Star Schools

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

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|---|---|---|---|
| Job Title: | **Principal, Five Star Online** | Job Code: | **3089** |
| Job Family: | **Certified** | FLSA Status: | **Exempt - E** |
| Pay Program: | **Administrative** | Pay Range: | **P02** |
| Typical Work Year: | **11 months** | | |

**SUMMARY:** Provide overall leadership, direction, supervision and accountability at the Five Star Online Program/School in the areas of instruction and curriculum, student educational development and achievement, safety and security, staff development and evaluation, community building, human resources, financial management, student services and activities (e.g., student discipline, attendance, etc.) and articulation with District and other institutions. Analyze student achievement data. Provide vision and strategic planning in the development of the Five Star Online School.

**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. Organize program/school operations around improvement of instruction by maintaining a safe and orderly environment, upholding state laws, adhering to contracts and district policies, managing personnel, maintaining facility to provide a quality learning environment, managing financial resources efficiently, establishing effective public relationships, and coordinating effective instructional programs with a master schedule. Troubleshoot and resolve problems and concerns. | D | 40% |
| 2. 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 | W | 20% |
| 3. Provide a purpose and direction for the school. Engage various stakeholders to establish a vision and long-term programming plan for online schooling. Collaborate with Learning Services staff on data-driven, research-based procedures for effective on-line instruction of District curriculum. Conduct ongoing stakeholder engagement to ensure online programming continues to meet the needs of students and parents and prepares students for multiple post-secondary opportunities. | D | 10% |
| 4. Focus on student learning and student success. Develop and oversee the marketing and enrollment process. Work collaboratively with Learning Services to develop a plan to provide online learning opportunities to ensure compliance with online learning requirements from Colorado Department of Education and state legislature. | D | 10% |
| 5. 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 | 15% |
| 6. Perform other duties as assigned. | Ongoing | 5% |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree plus additional coursework required to obtain a Colorado Principal License.
- Minimum of five (5) years of experience in teaching/administration, with a minimum of three (3) of those years employed as a teacher or special services provider, (SSP).
- Experience and knowledge in creating a secondary master schedule preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Colorado Principal License.
- Valid Colorado 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.
- Advanced skill in dealing with community agencies, staff and students with diverse needs at various levels.
- Management, facilitation and problem solving skills.
- Basic microcomputer and software skills.
- Knowledge of effective online learning platforms and pedagogical best practices for remote learning.
- Intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans (RDPs).
- 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 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 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 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 and experience with personal computers, microcomputers and peripherals.
- Operating knowledge of and experience with general office equipment, such as telephones, copier, fax machine, e-mail, etc.
- Operating knowledge of and experience with Microsoft Office and Google applications.
- Operating knowledge of and experience with emergency equipment, such as radios, alarm systems and building generator required within one week after hire.
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**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | JOB CODE |
|---|---|---|
| **Reports to:** | Schools Executive Director | 3092 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|---|---|---|---|
| **Direct reports:** | Assistant Principal, Online Program | 1 | 070807 |
| | Certified Teachers | varies | varies |
| | Secretary, K-8 School | 1 | 1316 |
| | Registration Specialist, Schools | 1 | 1303 |
| | Instructional Coach | 1 | 4063 |
| | School Counselor | 1 | 310020 |
| | Mental Health Staff | 1-3 | varies |
| | Special Education Staff | varies | varies |

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

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Solely responsible for developing, administering, monitoring and coordinating the online program's budget. Present budget to stakeholders for review as part of the accountability/accreditation workbook.
- Initiate and approve requisitions and responsible for supplies, equipment and inventory. Initiate and approve requisitions and responsible for supplies, equipment and inventory.

**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 | | | |
| 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 | | | |

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

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