Adams12 Five Star Schools

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

Job Title:	**Principal, Pathways**	Job Code:	**110308**
Job Family:	**Certified**	FLSA Status:	**Exempt – A**
Pay Program:	**Administrative**	Pay Range**:**	**P02**
Typical Work Year:	**11 months**		

SUMMARY: Provide overall leadership, direction, supervision, and accountability at the Pathways Futures Center 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 (discipline and attendance), and articulation with district and other institutions. Guide the development of a caring collaborative community that includes all stakeholders in the school. Provide purpose and vision for the Pathways Futures Center. This position is responsible for grant program implementation, project oversight and long-term planning for C.G.P., evidence-based initiatives. This includes (1) successful program development and implementation, (2) strategic planning, capacity building and intentional leadership development for each grant priority area, and (3) developing and implementing strategies to ensure that grant goals are achieved. Ideal candidates should be skilled at facilitating large and small groups and should have experience managing grant projects including evaluation, planning and reporting.

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 essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate, supervise and direct the pupil services components of the alternative education program, including attendance, discipline, diagnostic center, counseling, and related services. 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	20%
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.	D	15%
3. Articulate Effective Instructional practices by providing intellectual stimulation, being actively involved in and having knowledge of current research in curriculum, instruction, and assessment in the hybrid and on-line delivery models.	D	15%
4. Assess quality of classroom instruction in evening classes and hybrid instructional support by monitoring, being visible, conducting Walkthroughs regularly, communicating, and providing a clear behavior structure and atmosphere. Analyze student achievement data. Implement the Teaching and Learning Cycle.	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	10%
6. Organize school operations around improvement of instruction by maintaining a safe and orderly environment, uphold 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	5%
7. Exercise focused oversight and/or technical support of each CGP project function and approved strategy. This includes setting benchmarks of success to measure steady and gainful progress of all stated goals and objectives. Take appropriate timely action in response to benchmarks that are not met on time, within budget, and with intended outcomes. Facilitate preparation of required reporting on the progress of activities and budget expenditures.	D	5%
8. Contract and budget oversight. Review monthly invoices to ensure expenditures are within the approved budget allotment and to confirm the services being billed for are being performed. Collect and review required performance reports and annual budget submission form service providers to verify they are submitting timely high quality information. Take appropriate action in response to contractual issues.	W	5%

9. Program and system development. Research, synthesize and recommend programmatic and system improvements to district and building leaders, including policy considerations as they relate to graduation and dropout, toward successfully meeting established grant goals. Assist in development and monitoring of systems to track and recover known and potential dropouts.	W	5%
10. Attend state and regional meetings and participate in professional development as may be required by the grant oversight agency(ies).	W	5%
11. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree from an accredited college or university in education, administration, sociology, social work, psychology, counseling, or youth development. Plus additional coursework required to obtain a Colorado Principal License.
- Administrative certification and experience as a school administrator preferred.
- Minimum of two (2) years of experience successfully managing a project. This should include demonstrated experience of using data to make effective management decisions. Collaborative project management experience is preferred.
- Minimum of one (1) year working closely with partnerships and collaborations.
- Minimum of one (1) year of experience working with diverse populations, including understanding issues of diversity, and the ability to communicate and partner effectively with culturally diverse populations.
- Experience working with dropout prevention / graduation improvement efforts is preferred.
- Demonstrated experience with strategic systems change preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal License
- Relevant and appropriate formal education credentials and professional training documentation.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability or potential to build strong leadership skills.
- Excellent oral and written communication, interpersonal and analytical skills, including community development and facilitation skills.
- Demonstrated ability to work effectively as part of a team to accomplish goals. Flexible and adaptable.
- Demonstrated ability to analyze and interpret program outcome data, academic achievement and social/emotional development data.
- Ability to create and manage budgets.
- Excellent organizational and time management skills.
- Ability to plan, organize and delegate tasks to committees. This may involve being assertive and following through with committee members to ensure work is completed on project timeline.
- Task oriented, accountable and innovative.
- Ability to maintain strict confidentiality of student records.
- Ability to frequently travel among district locations.
- 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:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and PowerPoint.
- 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:	School Leadership Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Counselors	Varies	
	Teachers	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 school's budget(s).
- Solely responsible for initiating requisitions from the aforementioned budgets.

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 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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	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	