Adams12 Five Star Schools

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

Job Title:	**Principal, High School**	Job Code:	**3080**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**P03**
Work Year:	**11 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 Walkthroughs 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 multiple times a year, and adapting to the needs of the current situation by seeking input.	D	16%
5. Establish and foster an engaging 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 in a master schedule.	D	20%
7. Perform other duties as assigned.	Ongoing	
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

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

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Department of Education Principal license.
- District Classified Evaluation System, Facilitating Improved performance, Progressive Discipline, Conflict Management and Interviewing & Hiring courses required within one year after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Intermediate to advanced knowledge of ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans (RDPs).
- Ability to manage 2,500 + people
- Knowledge of school law, grantsmanship ability.

- Tolerance for ambiguity and stress.
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.
- 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.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Student Information Systems.
- General office equipment
- Microsoft Office applications
- Google applications
- Emergency equipment, such as radios, alarm systems and building generator required within one week after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	School Leadership Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	The following vary based on building assignment:		
	Assistant Principal	3-4	3083
	Dean	3	4064
	Certified teacher	50-75	varies
	ParaEducator	5-20	varies
	Head Custodian, High School	1	1100
	Office Manager, High School	1	1301
	Secretary, High School	3-5	1315
	Health Aide	1	1254
	Campus Security Officer	6	1203
	Registration Specialist, Schools	1	1303
	Counselor	6-8	310020
	Media Specialist	1	300099
	Office Clerk, Schools	1	050329
	School Psychologist	1	1700PY
	School Social Worker	1	1700SW
	Special Education Program Staff	10	varies

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Sole responsibility of a multifaceted 10 million dollar budget allocation and expenditures.
- Sole responsibility to develop, administer, monitor and coordinate the budget.
- Sole responsibility to initiate 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			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	