Adams 12 Five Star Schools

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

Job Title: **Academic & Career Pathways Design Administrator**
Job Family: **Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **1160**
FLSA Status: **Exempt - E**
Pay Range**:** **Level 18**

SUMMARY: The Academic Programming & Career Pathways Design Administrator leads the design, development, and integration of innovative academic programming and curriculum for a high school undergoing redesign to incorporate comprehensive career pathways. This role is responsible for researching nationwide models, establishing guaranteed and viable course sequences, identifying higher education partnerships for college credit opportunities, and building long-term implementation and scheduling plans in preparation for a phased opening, with programming specific to each phase. All programming is scheduled to be completed by August 2030.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Facilitate Course Sequence and Pathways:** Partner with school and district leaders to research, design, and implement career pathways and course sequences. Research high-performing national models across the United States to build a guaranteed and viable curriculum. In partnership with the Adams 12 PWR Team, connect and collaborate with higher education institutions to explore, negotiate, and establish concurrent enrollment credit opportunities for students.	D	60%
2. **Create Schedule and Implementation Plan:** Develop comprehensive short-term and long-term academic programming implementation plans aligned with an August 2030 launch date. Collaborate with district and school leadership to forecast resource, facility, and staffing requirements. Oversee the evaluation and procurement of required curricular resources and instructional materials.	D	20%
3. **Stakeholder Engagement & Program Governance:** Serve as the primary project liaison between district leadership, school staff, higher education partners, and community stakeholders. Provide progress updates, facilitate committee meetings, and align program design with broader district innovation goals.	W	10%
4. **Other Duties as Assigned:** Perform other administrative and project-related duties as necessary to support district school innovation initiatives.	Ongoing	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree required in Education or a related field.
- Master's Degree required in Educational Leadership, Curriculum and Instruction, or a related field.
- Minimum of 5 years of successful school leadership, instructional coaching, or curriculum development experience.
- Experience with secondary career pathways, CTE, community engagement, or concurrent enrollment is highly desirable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado School Principal/Administrator's License required.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated history of advanced customer service, communication, and interpersonal skills.
- Ability to promote and follow Board of Education policies, District Policies, School, 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.
- Strong knowledge of secondary curriculum design, career and technical education (CTE) pathways, and higher education concurrent enrollment structures.
- Advanced project management, strategic planning, and organizational skills.

MATERIAL 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 personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director of Secondary Options and Innovative Programming	110630

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Partner with school and district personnel in planning long-term staffing and resource needs for the redesign launch.
- Partners with the district curriculum and instruction team in the evaluation and procurement process for instructional materials and pathway-specific curricular resources

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 accommodation 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	