Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Alternative & Secondary School Co-Principal**
Job Family: **Licensed Administrator**
Prepared/Revised Date: **November 1, 2026**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule, Grade J**
Job Code: **10505**
Days: **218**

SUMMARY: Serve as an educational leader who promotes the success of all students by facilitating the development, articulation, and implementation of a clear vision of learning that is shared and supported by the school community. Provide leadership, direction, supervision, and accountability in the areas of instruction and curriculum, student educational development and achievement, safety and security, staff development and supervision, and community building. Direct the human resources and financial management of alternative high school and secondary summer school programs 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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Lead the development implementation and staff alignment of a new mission, vision, and goals for a new alternative education campus through a collaborative consolidation process.
2. Establish and foster a learning community by maximizing adult collaboration to improve instruction, grounded in the foundational Professional Learning Communities at Work principles.
3. Lead the development, implementation, and evaluation of district-aligned curriculum and instruction for the purpose of increasing student growth and achievement relevant to District goals and expectations.
4. Promote a positive, caring climate with high expectations for learning and behavior, and establish and maintain an effective culturally competent learning environment.
5. Supervise, assess, and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher-developed assessments.
6. Evaluate and supervise school staff to provide for professional growth, monitor performance, and achieve overall objectives of the school's and district's curricula.
7. Establish and foster a learning community by maximizing adult collaboration to improve instruction, inspiring and supporting challenging innovations, and valuing a sense of community.
8. Serve as the educational leader and administrator of the District's secondary summer school programs; plan, organize, implement, and evaluate programs.
9. Represent the school to maintain ongoing community support for educational goals. Advocate for the students, staff, and district for the purpose of encouraging and promoting community involvement and outreach.

10. Develop and manage budgets based on documented program needs, student enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control; and accurately report fiscal information.
11. Manage use of school facilities and materials; supervise maintenance of facilities to ensure a clean, orderly, and safe campus. Ensure adequate planning and supervision of all school activities.
12. Model and facilitate effective communication (oral and written) among staff, students, families, and the community. Evaluate situations, solve problems, and/or resolve conflict.
13. Demonstrate a commitment to:
    a. Collaboration with district departments and building principals.
    b. Inclusion and engagement of families in the students' education.
    c. Supporting all Poudre School District policies, procedures, and expectations.
    d. Providing personal and professional excellence.
14. Attend work and arrive in a timely manner.
15. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree with successful completion of principal licensure program
- Minimum of five years of experience in building administration
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado Principal License
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills
- Advance skills in dealing with students and staff with diverse needs
- Facilitation and problem-solving skills
- Intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws, and master agreement/labor relations
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education Policies, Superintendent Policies, building, and department procedures

- 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 education 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 Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Superintendent	
Direct reports:	Assistant Principals/Deans	1+
	Teachers and Special Service Providers	16+
	Classified Staff	5+

- 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 budgets.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 feed			X	
Reach with hands and arms		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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 in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		

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