



## Assistant Principal - Elementary

Legacy Academy is a growing and expanding K-8 Charter School in Elizabeth, CO. Our elementary principal is taking on a new role as our Curriculum, Instruction, and Assessment Director. This creates a need for a new Elementary Assistant Principal

Our Mission - Legacy Academy exists to cultivate strong character, a deep appreciation for academic excellence, and meaningful connections among students, families and educators.

Our Vision - Legacy Academy aspires to be a model of academic excellence, student-focused learning and strong school-family partnership — preparing students to thrive in a complex, changing world.

Our Ethos CHARACTER. COMMUNITY. EXCELLENCE.

Legacy Academy seeks to communicate with candidates who:

- Embrace the Mission and Vision of Legacy Academy.
- Strive to be a good Character role model each day toward students and adults.
- Enthusiastically engage with other members of the Legacy Academy Community.
- Understand the primary reason a school exists is to provide an opportunity for each student to achieve academic Excellence.

Responsibilities:

Supports the Principal in day-to-day operations, ensuring that the school runs smoothly.

Manages student discipline, enforces school policies, and creates a safe environment for all students.

Assists with curriculum planning and implementation, ensuring that teaching strategies align with educational standards and meet the needs of students.

Connects with parents to address concerns and help build relationships between school and families.

Oversees scheduling, record-keeping, and other administrative tasks that contribute to the efficient running of the school.

Supports the faithful implementation of Legacy Academy's instructional framework.

Evaluates elementary teachers to ensure quality planning and engaging instruction.

Participates in the work of the Curriculum Committee

Assists with implementation of the Capturing Kids Hearts process.



Reviews student progress data periodically to gauge the progress of students. Attends most Board of Director meetings during the school year.

Delivers engaging and informative professional development to Legacy Academy staff.

Creates positive relationships with Legacy Academy staff and students while living out the social contract collaboratively created by staff.

Models professional and ethical standards when interacting with students, staff, and parents.

Communicates effectively when writing, speaking, and listening.

Maintains the privacy of student records and information.

Demonstrates a high level of preparation and punctuality for each day.

Title: Assistant Principal - Elementary

Work Days: Full time position - 200 days approximately

Reports To: Principal

Salary: \$65K - \$85K Based on experience, qualifications, and alignment with Legacy Academy Mission, Vision, and Ethos.

Date Posted: 5-18-26 Open until filled.

Job Qualifications:

- Master's degree in Education Administration or Curriculum & Instruction preferred ●
- Principal license or willingness to obtain the license preferred
- Minimum 7 years of experience in education
- Demonstrate a high level of relational capacity
- Possess strong content knowledge and instructional skills

Benefits:

- Eligible for health, vision, dental, health savings account (HSA)
- District paid and voluntary additional (supplemental) life and accidental death and dismemberment insurance
- Short and long-term disability
- Critical illness and accident voluntary insurance
- Voluntary 401(k), 403(b) and 457 retirement plan options
- Eligible for paid sick leave and personal time