



Executive Director of Academics

Flagstaff Academy | Longmont, Colorado

About the Role

Flagstaff Academy, a pre-K thru 8th grade STEM focused public charter school, is seeking an Executive Director of Academics to lead the heart of our work: exceptional teaching, deep learning, and a thriving school culture. This opportunity is designed for a leader who is energized by instructional leadership and wants to focus deeply on academic excellence—curriculum, data, professional learning, and student experience.

Working in close partnership with the school's executive leadership, this position ensures cohesive, aligned systems that support students and staff. Success requires strong collaboration, clarity of vision, and shared ownership across the organization. The Executive Director of Academics leads and supports the school's instructional leadership team and academic staff, ensuring alignment from classroom practice to school-wide strategy.

This role offers the chance to shape the academic direction of a high-performing, mission-driven school, while building the leadership capacity of others to deliver on that vision.

About Flagstaff Academy Charter School

Located in Longmont, Colorado, Flagstaff Academy is a public charter school serving grades kindergarten through eighth. The school also offers a tuition-based, full- and part-time preschool program for three- and four-year-olds. Since its founding in 2005, Flagstaff Academy has grown into one of Longmont's premier science and technology schools. As a public charter school, it is governed by a Board of Directors composed of parents and community members and operates within the St. Vrain Valley School District. The school currently serves approximately 730 students.

Flagstaff Academy enters its next chapter from a position of strength. The school maintains a strong financial foundation, with over \$5 million in reserves, and has demonstrated recent enrollment growth that outpaces local demographic trends. The school is supported by a highly engaged parent community, including an active Parent Teacher Organization that serves as a key partner in building culture and connection.

Equally important, Flagstaff benefits from a tenured, experienced, and stable teaching team, creating consistency in instructional practice and strong relationships with students and families. This role is defined by building on an already strong academic foundation to deepen impact, strengthen systems, and elevate the student experience even further.

Our Mission

Flagstaff Academy develops students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

We bring this to life by cultivating deep, authentic learning experiences that challenge students to think critically, solve complex problems, and express their ideas with creativity and purpose.

Guiding Principles

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential
- Provide opportunities for scientific and technological exploration
- Pursue excellence in every student and employee
- Promote, value, and recognize academic achievement and creativity
- Welcome an academically diverse student population
- Respect the individual, classroom, school, community, and world

Why This Role Matters

Flagstaff Academy is recognized as a leader in rigorous, caring education across the State of Colorado, including:

- Three-time Colorado Trailblazer School to Watch (2019, 2022, 2025)
- Performance-rated school on the SPF
- Colorado Shines Level 5 Preschool
- A nationally competitive robotics program ranked #1 in Colorado, with students advancing to World Championships, reflecting the strength of Flagstaff's enrichment and applied learning opportunities
- Recent positive public acknowledgement of our [Green Team](#) and [Dragon Safety Patrol](#) in developing future community leaders

The Executive Director of Academics plays a critical role in building on this strong foundation by ensuring that every classroom delivers high-quality, meaningful learning experiences and that the school continues to grow and evolve in alignment with its mission.

This leader is responsible for executing on the Board's strategic plan and the school's Unified Improvement Plan (UIP)—translating vision into action, ensuring alignment across teams, and driving sustained progress toward key priorities.

Success in this role depends on the ability to build momentum—bringing clarity, energy, and follow-through so that initiatives lead to measurable impact for students. This leader will build on a strong and stable foundation, elevating an already high-performing school.

What Success Looks Like

- Clear, aligned instructional priorities are consistently implemented across classrooms
- Instructional leaders are empowered and effectively leading their teams
- Measurable progress on Unified Improvement Plan (UIP) and strategic plan goals
- A strong, positive culture where staff feel supported and students are deeply engaged in meaningful learning

What You'll Do

Lead Instructional Excellence

- Set and drive a clear vision for curriculum, instruction, and assessment
- Ensure a coherent, high-quality instructional program that promotes deep understanding, critical thinking, and meaningful application of learning, aligned to Colorado standards
- Lead data-driven cycles of improvement that translate into measurable gains in student outcomes
- Oversee assessment systems and ensure results are used to inform instruction and support students

Execute Strategy and Build Momentum

- Lead implementation of the Board's strategic plan and Unified Improvement Plan (UIP)
- Translate priorities into clear actions, systems, and measurable outcomes
- Monitor progress, remove barriers, and maintain consistent forward momentum

- Drive focus and follow-through so key initiatives are not only launched, but sustained

Develop and Empower Leaders

- Coach and mentor members of the Instructional Leadership Team (ILT)
- Build leadership capacity so teams can own and execute strategic priorities
- Provide clear expectations, feedback, and support to Assistant Principals and academic leaders
- Foster a culture of accountability, growth, and continuous improvement

Strengthen School Culture

- Champion a student-centered culture grounded in respect, belonging, and high expectations
- Partner with school leaders to ensure strong, aligned systems that support all learners
- Ensure alignment across MTSS, Special Education, Gifted & Talented, and 504 supports

Drive Professional Learning

- Design and implement meaningful, job-embedded professional development
- Align professional learning to instructional priorities, data, and teacher growth
- Support recruitment, development, and retention of exceptional educators

Represent and Elevate Flagstaff

- Serve as a visible and trusted leader within the school and broader community
- Act as a face of the organization, representing Flagstaff with authenticity and credibility
- Build strong relationships with students, staff, families, community partners, and PTO leaders to foster engagement, connection, and shared ownership
- Drive enrollment stability and growth by strengthening the academic program, student experience, and family engagement, and by supporting efforts to recruit and retain students
- Position Flagstaff as a leader in innovation and excellence

Who You Are

You are:

- An instructional leader first—you know what great teaching looks like and how to scale it
- A developer of people—you cultivate leaders and staff alike, building a culture of growth, ownership, and continuous improvement
- A systems thinker—you connect strategy, instruction, and outcomes
- A creative problem solver—you navigate complexity, think flexibly, and develop solutions that move the work forward
- A momentum builder—you bring focus, energy, and follow-through to the work
- A relational and supportive leader—you build trust, listen well, and elevate others
- Relentless in the pursuit of excellence—you hold high expectations and ensure they are met

You believe in learning that prioritizes depth, authenticity, and student thinking—where students are asked not just to know, but to analyze, create, and apply.

Qualifications

Required

- Master's degree in education or a related field
- Active Colorado Principal/Administrator license (or ability to obtain)
- 7+ years of experience in education, including at least 3 years in a school leadership role
- Demonstrated success improving student outcomes and instructional quality
- Experience leading curriculum, instruction, and professional development

Preferred

- Experience as a Principal, Assistant Principal, or Chief Academic Officer
- Charter school experience
- Elementary leadership experience
- Experience integrating science and technology into learning environments

Leadership Structure & Work Environment

The Executive Director of Academics is one of two executive leadership roles at Flagstaff Academy. This position works in close partnership with the Director of Operations. While the roles are distinct in focus, they are equal in responsibility and accountability and operate in close partnership to ensure aligned, seamless systems across the school.

Both positions report directly to the Flagstaff Academy Board of Directors.

This is a highly visible leadership role that requires responsiveness to students, staff, families, and the Board. The work is dynamic and, at times, demanding. You should expect:

- Occasional extended workdays, including ten-hour days when needed
- Participation in evening or weekend events, meetings, and school functions
- A need for flexibility, presence, and strong relationship-building

This is a full-time, exempt position based in Longmont, Colorado. Compensation is competitive and commensurate with experience and includes a comprehensive benefits package.

Flagstaff Academy is an equal opportunity employer committed to building a diverse and inclusive community.

Compensation

Flagstaff Academy offers a competitive and comprehensive compensation package aligned to the scope and impact of this leadership role.

- Base Salary Range: \$120,000 – \$150,000. 202 Contract Days Annually.
- Performance-Based Bonus: Up to 15% annually, based on achievement of defined goals and organizational priorities

Final compensation will be commensurate with experience, qualifications, and demonstrated impact.

Benefits

Flagstaff Academy offers a comprehensive and competitive benefits package designed to support the health, financial security, and well-being of our employees and their families.

Health & Wellness

- Medical & Prescription Coverage – Choice of two UMR plans (PPO or High Deductible Health Plan) with prescription coverage through OptumRx
- Direct Primary Care (KerixHealth) – No-cost access for enrolled employees and dependents
- Telehealth (Teladoc) – No-cost access to medical and behavioral health visits via phone or video
- Dental Insurance – 100% employer-paid employee coverage through Delta Dental of Colorado
- Vision Insurance – Optional coverage available through VSP

Tax-Advantaged Savings

- Flexible Spending Accounts (FSA) – Medical and dependent care FSAs available for eligible expenses
- Health Savings Account (HSA) – Available with the HDHP plan, including an annual employer contribution of \$720 (individual) or \$1,200 (family)

Retirement & Financial Security

- Colorado PERA Retirement – In lieu of Social Security, employees participate in PERA with a 21.4% employer contribution
- Additional Retirement Options – Optional 401(k) and 457(b) plans through PERA Plus

Insurance & Protection

- Life & AD&D Insurance – \$40,000 employer-paid policy
- Short-Term Disability – Employer-paid coverage
- Additional Voluntary Options – Supplemental life, long-term disability, Aflac accident and critical illness plans, and identity protection through Norton LifeLock

Time Off & Work-Life Support

- Paid Time Off (PTO) – Based on years of service and contract days
- Free Childcare – Available before/after school and during professional development days through the Dragon Flight program

Culture & Community

- Employee Appreciation Program – Ongoing recognition and celebration of staff throughout the year
- A supportive, mission-driven environment with a strong, engaged school community

How to Apply

To apply, you may submit your resume through this posting or send a letter of interest and a current resume to employment@flagstaffacademy.org.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.