

Principal

Grades 5-8

2025-26 School Year

Position Purpose

Under the general supervision of the Executive Director, to provide leadership and supervision in administering the educational programs of grades 5-8 in order to promote the educational development and achievement of students in accordance with school policies, administrative procedures, rules and regulations, and applicable law.

To provide leadership in program development and improvement, as well as in professional staff development.

Essential Functions

- Develops and administers school programs consistent with school goals and objectives.
- Maintain a school-wide focus on high standards of student achievement and prioritize the educational needs of students.
- Provides leadership and direction to staff about the ongoing evaluation and improvement of educational programs, including curricular and extra-curricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Ensures that Board policies and procedures are implemented and followed.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance, and records as required by law.
- Coordinates the work of school staff and school leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Coordinates with the central office in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Organizes and conducts regular meetings with teachers for continuing development of instructional techniques.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Organizes and manages the budgetary and financial affairs of the school consistent with school policies.
- Model and establish a good learning-teaching climate within the building through the maintenance of a positive discipline plan.
- Motivate others to action; build strong coalitions in order to achieve the school's short and long-term goals.
- Collaborate with NVCS Executive Director on long-term strategic planning and medium-term process improvements.

Additional Duties

Performs other related tasks as assigned by the Executive Director,

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, printers, copiers and fax machines, and telephone.

Travel Requirements

Travels to school buildings, district offices, and professional meetings as required.

Knowledge, Skills, and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of Middle school and Intermediate Elementary curriculum and concepts.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education.
- Ability to use computer network systems and software applications as needed.
- Ability to develop and implement projects.
- Effective verbal and written communication skills.
- Ability to communicate effectively with students and parents.
- Ability to efficiently manage and prioritize multiple tasks within time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Physical and Mental Demands, Work Hazards

Works in standard office and school building environments.

Qualifications Profile

Certification/License:

- Colorado Principal Licensure
- Current Colorado Teaching License in a related area (i.e., Middle School or Elementary Licensure).
- Motor Vehicle Operator's License or ability to provide own transportation.

Education

- Bachelor's and Masters Degree from an accredited college or university, preferably in School Administration or Educational Leadership.
- Sixth year, doctorate, or other planned program in a related field preferred.

Experience

- Extensive successful teaching experience at the Middle School or Intermediate Elementary level preferably in more than one subject area or grade level.
- Successful administrative experience at the Middle School level is preferred.

Salary Range: \$100,000 - \$115,000 Based on Experience. Based on 215 annual contract days

Apply at: <https://www.applitrack.com/nvcs/onlineapp/>

CLOSING DATE FOR APPLICATIONS: February 24, 2025