

**5-8 Assistant Principal for the 2026-27 School Year**  
**New Vision Charter School**  **Loveland, Colorado**

**New Vision Charter School Mission Statement:**

Our Mission is to challenge, encourage, and empower students every day to persevere on their journey to becoming lifelong learners.

New Vision Charter School is seeking an experienced educator to join our administrative team for the 2026-27 school year. Join a leadership team making a positive difference in the lives of Kindergarten-8th grade students in Loveland, Colorado. Founded in 2005, NVCS is a public charter school in the Thompson School District committed to sustaining a school that promotes academic excellence and sets high standards for the personal growth of all its students. Please visit [www.newvisioncharterschool.org](http://www.newvisioncharterschool.org) for more information.

**Position Purpose**

To assist the Principal in providing 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 Board of Directors policies, administrative procedures, rules and regulations, and applicable law. To provide leadership in program development and improvement, as well as in professional staff development. To serve as Principal in the absence of the Principal.

**Essential Functions**

- Assists in the development and administration of school programs consistent with school goals and objectives.
- Provides leadership and direction to staff with regard to 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.
- Prepares and supports in the development of class schedules, master schedules, extracurricular activities.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- 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.
- Supervises departments as assigned.
- Assists in coordinating the work of school staff and school program 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.
- Assists 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.
- 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 and attendance conform with the school's standards and school district 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.
- Assists in the budgetary and financial affairs of the school consistent with school policies.

**Additional Duties**

- Performs other related tasks as assigned by the Principal, Executive Director and other office administrators as designated 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**

- Use standard office equipment such as computers, printers, copiers and fax machines, and telephones.

**Knowledge, Skills, and Abilities**

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Demonstrates skills and abilities in working with 5-8 grade level teachers in developing effective teaching strategies in a team environment.
- Knowledge of Intermediate Elementary and Middle school 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.
- Effective verbal and written communication skills.

- Ability to develop and implement projects.
- Ability to communicate effectively with students and parents.
- Ability to organize multiple tasks and conflicting 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.
- Knowledge of the Core Knowledge Curriculum
- Knowledge of requirements and expectations of Every Student Succeeds Act and Colorado Academic Standards.

**Minimum Requirements**

- Must possess a current Colorado Department of Education Principal or Administrator License
- Minimum of Bachelor's degree
- Active Colorado Department of Education Teaching License, preferably in Intermediate Elementary or Middle School.
- Motor Vehicle Operator's License or ability to provide own transportation.
- Minimum of 6 years of successful teaching experience

**The Ideal Candidate Will:**

- Effectively inspire others and model positive character traits.
- Continually identify personal strengths and weaknesses; factor in the perception of others and make appropriate adjustments.
- Effectively organize and analyze information; anticipate challenges and incorporate new information to solve problems.
- Make decisions in a timely manner, even in ambiguous situations; consider the consequences of the decision and communicate decisions to the appropriate person in a timely manner.
- Maintain and promote social, ethical, and organizational norms while conducting internal and external business activities.

**Salary Range: \$79,000+ Based on Experience. Based on 215 annual contract days**

**CLOSING DATE FOR APPLICATIONS:**

***July 15th, 2026***