



Job Title: Principal

Reports to: Orton Academy Board of Directors

Our Mission

Orton Academy makes learning accessible to students with dyslexia who experience reading and written language difficulties by providing core instruction and dyslexia therapy based upon the science of reading.

Our Vision

Orton Academy is a regional leader in education by enabling students with a profile of dyslexia to overcome the barriers of dyslexia, dysgraphia, and dyscalculia; empowering students to become self-advocates; and providing a pathway to academic and personal success.

Our Motto

Instilling hope. Igniting purpose. Empowering to achieve.

Job Function

The Principal serves as the primary educational and operational leader of Orton Academy, ensuring a welcoming, inclusive, and high-performing learning environment. This leader is responsible for setting the strategic direction, fostering instructional excellence, and building a collaborative and engaged school culture. The role encompasses visionary leadership, instructional oversight, staff development, operational management, and stakeholder engagement to ensure that every student is equipped for success.

Core Responsibilities

I. Vision, Strategy & Instructional Leadership

- Articulates and drives the school's mission and vision, ensuring alignment with core values and equitable outcomes for all students.
- Leads continuous improvement efforts by using data and stakeholder input to diagnose challenges, implement strategic solutions, and monitor school progress.
- Serves as the primary instructional leader, ensuring curriculum, instruction, and assessment practices are rigorous, aligned to standards, and support high achievement.
- Leads a culture of data-driven instruction, empowering teachers to use assessments effectively to inform decision-making and student support.
- Acts as an influential change agent, adapting to evolving educational needs, modeling core values, and fostering a commitment to equity and excellence.

II. Systems for Student Support & Special Education

- Establishes and sustains a systematic, equitable approach to identifying students whose needs are not met through best-first instruction.
- Implements an embedded problem-solving process that ensures students receive multiple opportunities to learn and improve performance through targeted interventions and differentiated support.
- Ensures that Multi-Tiered Systems of Support (MTSS) are effectively implemented, including academic, behavioral, and social-emotional interventions.
- Oversees the special education program, ensuring compliance with federal and state laws, and authorizes policies and procedures for proper identification of students with disabilities, and delivery of high-quality services that promote student success.
- Collaborates with CALTSs, special education staff, general education teachers, and support teams to ensure inclusive practices, equitable access to instruction, and effective progress monitoring.
- Develops strong partnerships with families of students receiving additional support, fostering communication, trust, and shared decision-making.



- Provides professional development and coaching to staff on best practices in intervention strategies, differentiation, and special education compliance to build capacity for student success.

III. Talent Management & Professional Growth

- Oversees recruitment, hiring, and retention of a diverse and high-quality staff, ensuring alignment with the school's mission and values.
- Develops and implements a comprehensive professional development program that supports teacher effectiveness and student success.
- Leads coaching and evaluation processes that provide meaningful feedback, professional growth opportunities, and clear expectations for staff performance.
- Establishes a positive and collaborative work environment, ensuring all staff feel valued, heard, and supported in their professional growth.

IV. Culture & Climate

- Fosters a positive and inclusive school culture that supports all student and staff well-being, engagement, and high expectations.
- Leads efforts to create an engaging and supportive learning environment where all students feel safe, valued, and empowered to succeed.
- Develops and maintains meaningful family and community partnerships that enhance student learning, school support, and stakeholder engagement.
- Models professionalism and integrity, holding all members of the school community accountable to high standards of conduct and collaboration.

V. Operational & Financial Leadership

- Provides strategic oversight of the school's financial health, managing budgeting, forecasting, and financial planning to ensure responsible stewardship of resources and long-term sustainability.
- Ensures compliance with all federal, state, and local regulations, including charter authorizer requirements, financial reporting, organizational policies, and student services mandates.
- Oversees enrollment and student recruitment efforts, implementing equitable and data-driven strategies to meet school targets, maintain a diverse student body, and ensure fiscal stability through strong student retention.
- Leads safety and emergency preparedness efforts, ensuring comprehensive protocols for crisis response, security measures, and adherence to health and safety regulations.
- Manages school facilities, technology, and resource allocation, ensuring a well-maintained, efficient, and conducive learning environment that supports both academic and operational excellence.
- Actively seeks and secures additional funding sources, including grants, philanthropic partnerships, and fundraising initiatives to enhance educational programming, infrastructure, and student opportunities.
- Develops and maintains strong vendor and service provider relationships, negotiating contracts and ensuring cost-effective procurement of goods and services.
- Implements systems for student behavior, discipline, and restorative practices, ensuring a safe, inclusive, and supportive school environment.
- Works closely with the board, Minga Education Group, and finance committee to align financial and operational decisions with the school's mission, strategic plan, and long-term sustainability goals.

Skills & Qualifications

- Demonstrated leadership experience with a strong record of results in school administration, instructional leadership, and student achievement.
- Minimum of 5 years of experience in a principal, assistant principal, or special education director role.
- Required: Holds a valid Colorado Department of Education (CDE) Principal License.



- Preferred: Holds a Master’s degree in educational leadership, administration, or related field.
- Experience with data-driven decision-making, strategic planning, and continuous school improvement.
- Strong interpersonal and communication skills to engage staff, students, families, and community stakeholders.
- Proven ability to recruit, retain, and develop a diverse and high-performing staff.
- Comprehensive knowledge of Colorado Academic Standards, charter school law, and educational compliance requirements (preferred).
- Experience managing budgets, school operations, and resource allocation.
- Commitment to diversity, equity, and inclusion as fundamental elements of school leadership and student success.

Work Environment

- Some physical exertion required.
- Required to sit and/or stand up for long periods of time.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate; however, noise level may increase during periods of high student traffic.

Terms of Employment

- Salary range: \$85,000-\$95,000 annually
- Benefits:
 - 100% employer paid plans offered for employee health, dental and vision
 - 401(K) with a 100% match up to 5% of compensation; please note: this is **not** a PERA-eligible position
 - Annual paid vacation time
- Full time, exempt position.
- Location: 3115 Larkspur Drive, Colorado Springs
- Work year and hours shall be those established by Orton Academy.
- Performance evaluations will be conducted in accordance with school policy.

The Board of Directors at Orton Academy has contracted with Minga Education Group (MEG) to provide employment services for all staff that work at Orton Academy. Through this partnership, MEG provides OA with employment services, a personnel system for human resources, benefits, payroll services, as well as access to a 401(k) plan. For naming purposes, Minga Education Group is the employer.