

**Position Opening – Principal**  
**Rocky Mountain Academy of Evergreen**

**Job Title:** Principal

Make an impact at Rocky Mountain Academy of Evergreen. We are seeking a proven, mission-driven Principal to lead our school.

Located in the mountains west of Denver, RMAE is a self-governing, K-8, public, charter school. Serving about 450 students, we are academically the highest-performing school in our community. Our success demonstrates that when families, communities, and educators have choices and competition, students thrive.

At RMAE, we have small class sizes, a unique culture and values, great students, professional staff, engaged parents, and an independent Board. Our community is also famous for its quality of life, including our winter sports, mountain landscapes, and the best summers in America. Qualified out-of-state applicants are welcome to apply.

Visit [www.RMAE.org](http://www.RMAE.org) to learn more about our school and community.

You will be the chief administrative and educational leader of our 49 professional staff members including 27 faculty members. The Principal is responsible for implementing programs to achieve the mission and vision of the school; motivating and leading various constituencies, including students, staff, parents, and community; and hiring staff. The Principal is also responsible for ensuring excellence in teaching and fiscal responsibility. The Principal reports to RMAE's independent Board.

**Duties include:**

- Provide hands-on leadership focused on curriculum, instruction, performance, and evaluation to ensure high student achievement.
- Share responsibility for development and implementation of the school's Strategic Plan.
- Communicate Board of Directors' actions to staff, students, and parents.
- Develop policy recommendations for the Board's consideration and action.
- File required reports with local, state, and federal education agencies, and the Board of Directors.
- Maintain administrative records.
- Implement school budget, analyze and control expenditures with an understanding of the relationship between the instructional program and the budget process, and apply cost benefit analyses for budgetary decisions.
- Prepare schedules, assign staff, establish job performance standards, and evaluate staff.

- Generate public support for the school's program and education in general as the public information officer of the school and supervisor of the overall public relations program.
- Revise as necessary and implement the requirements of Code of Student Conduct (including our dress code), which defines the responsibilities of administrators, teachers, parents, and students and helps ensure a safe, secure learning environment.
- Represent the Charter School at local, state, and national events.
- Develop effective staff and professional development programs that match school goals and individual goals to improve performance and model continuous professional improvement.
- Revise as necessary and implement requirements of the Staff Handbook.
- Revise as necessary and implement the requirements of the Parent and Student Handbook.
- Use technology effectively for administrative, instructional, and communications functions.
- Demonstrate proficiency with the Core Knowledge Curriculum and monitor its proper implementation and assessment.
- Schedule the use of time to protect academic subject blocks from disruptions to ensure effective and efficient use of time.
- Risk management and compliance, including implications on the educational program and on liability, keeping abreast of developments, and consulting with the Board members and/or district authorities in times of uncertainty.
- Carry out marketing plans to attract students to the Charter School and drive and maintain enrollment in collaboration with members of our community.
- Participate in local and state Director/Principals' associations and the Colorado League of Charter Schools.
- Serve as a role model who acknowledges, through actions and behaviors, the critical value of human relationships in the realization of personal and professional goals and to the achievement of organizational purpose.
- Provide ethical leadership within the intellectual, cultural, economic, political, and governmental context in which the school operates.
- Assume other responsibilities assigned by the Board of Directors.

#### **Qualifications and Experience:**

- Proven institutional leadership and student achievement outcomes
- Experience in charter schools or similarly autonomous, performance-driven environments
- Track record of leading a school community to strong academic outcomes while building a positive, mission-aligned culture
- Colorado Professional Principal License (must be obtained by start date)

#### **Compensation & Benefits:**

- Annual Salary Range: \$115,000-160,000, determined by experience and qualifications

- PERA (Public Employees' Retirement Association of Colorado), one of the best pension programs in the nation.
- Health, Dental and Vision Insurance available
- Life Insurance (premium paid by RMAE)
- Unlimited Paid Time Off (personal and sick leave), with generous breaks.
- Employee Assistance Program
- Professional Development Opportunities
- School-issued laptop
- The Board evaluates the Principal's performance and compensation annually.

**To apply, please send the following to Stephanie Ulibarri, Chair of the Board of Directors at [PrincipalSearch@rmae.org](mailto:PrincipalSearch@rmae.org):**

- Letter of interest
- Current resume
- Three professional references

**Applications are due by January 30, 2026**

### **Equal Employment Opportunity**

RMAE does not discriminate on the basis of disability, race, color, creed, religion, national origin, age, sexual orientation, marital status, political affiliation, pregnancy, or gender.