



Cardinal Community Academy

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3101 WCR 65 Keenesburg, CO 80643
Weld County Re3J School District

DATE OF POSTING: March 27, 2026

POSITION: School Principal (180 students) 190 Day Contract, Four-Day School Week

REPORTS TO: Board of Directors

SALARY RANGE: \$90,000 - \$112,000 (DOE), School District Comprehensive Benefits Package, Additional Benefits Package Available Including: Medical, Dental, Vision insurance, Life Insurance, AD&D and LTD Employee, Paid Time Off, PERA, Optional 403(b)

PROCEDURE FOR APPLICATION: Please submit an application along with a letter of interest, current resume listing qualifications and experience, and three professional references to the online posting or to the Board of Directors ccabod@re3j.com.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Valid Colorado Principal License
- Master's Degree in Education (similar will be considered)
- Minimum 5 years of successful licensed teaching and in-classroom experience
- 5+ years of school leadership/administrative experience
- Deep understanding of effective instruction, school leadership, and student achievement strategies
- Experience with staff evaluation, coaching, and professional learning communities

DUTIES:

Leadership & Strategy

- Serve as a visible, positive school leader, modeling a strong, student-centered and staff-supportive culture
- Champion and execute the school's mission, vision, and strategic direction
- Lead school improvement planning, including goal-setting, implementation, monitoring, and continuous refinement
- Lead change initiatives and manage transitions with a focus on student outcomes
- Represent the school in district and organizational committees



Instruction & Student Achievement

- Ensure high-quality, standards-aligned instruction across all grade levels and content areas
- Manage and oversee student behavior systems and discipline processes
- Implement data-driven decisions based on state standards and results from multiple data points, which include but are not limited to CMAS, Dibels, NWEA, school-based assessments, and surveys
- Oversee and strengthen MTSS processes to close achievement gaps
- Design and implement effective teacher training and curriculum support

People & Culture

- Build and sustain a collaborative, accountable, and positive school culture
- Recruit, hire, develop, evaluate, and retain high-performing staff
- Manage staff evaluation in accordance with district and state requirements
- Drive instructional excellence through coaching, feedback, and professional development
- Foster strong relationships through clear communication, an approachable leadership style, and effective conflict resolution with staff, students, families, and the broader community
- Strengthen relationships with the district and key stakeholders
- Actively listen to and incorporate as appropriate, feedback from staff, students, and families

Operations & Financial Management

- Manage day-to-day school operations in alignment with policies and expectations
- Partner with the Board of Directors, providing regular updates, insights, and recommendations
- Ensure compliance with state, federal, and charter contract requirements
- Oversee facilities, safety, and ADA compliance
- Collaborate with the Board and Business Manager to ensure financial health and strategic planning and budgeting
- Set priorities that align resources with student success goals

Decision-Making & Execution

- Make timely, informed decisions, even in ambiguous or high-pressure situations
- Manage conflict effectively and communicate decisions clearly
- Identify opportunities and take action to improve outcomes for students, staff, and the community



- Perform other duties as assigned

IDEAL QUALIFICATIONS

- An understanding of the Core Knowledge Sequence and how the content supports the goals set forth in the Colorado Academic Standards
- Experience with Infinite Campus and/or similar software
- Knowledge of Colorado standards, assessments, and data-driven instruction
- A commitment to becoming involved in our community and understanding the values and ideals of our families, thus promoting positive relations among the community, school personnel and stakeholders
- Possess knowledge of special education, ADA, READ act, 504, and gifted/talented requirements
- Charter and/or rural school experience a plus

CLOSING DATE FOR APPLICATION: Open until filled.

CONDITIONS OF EMPLOYMENT: Assignment starting date is June 16.

- Employment is contingent upon successful completion of a background check
- Direct deposit of payroll is a condition of employment
- No smoking is allowed in any buildings
- Must comply with the District's Drug-Free Workplace policy
- As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States

ABOUT OUR SCHOOL:

CCA is a small, rural public charter school in Eastern Colorado serving approximately 180 students in grades K–8. We pride ourselves on small class sizes (averaging 20 students), allowing for strong relationships and individualized support for every student.

Our school operates on a four-day instructional week (Tuesday–Friday), providing a unique opportunity for both students and staff to maintain balance while remaining focused on high-quality instruction and student outcomes.

We are a close-knit, mission-driven community committed to educational excellence, strong character development, and meaningful partnerships with families.



We encourage experienced instructional leaders, including Principals, Assistant Principals, and Teacher Leaders (e.g., TOSAs or Instructional Coaches) who are ready to expand their impact at the school level to apply.

An equal opportunity employer

Cardinal Community Academy is an Equal Opportunity Employer. Cardinal Community Academy ensures equal opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.