



Job Title:	Assistant Director
FTE:	Full-Time – 1.0 FTE
Date Prepared:	February 2026
Salary Scale:	Admin - \$86,976 - \$116,821 annually
Work Year:	206 Contact Days/Year (1 Jul – 30 Jun)
Exempt/Non-Exempt:	EXEMPT
Benefits Eligible:	Yes
Reports To:	Executive Director
Direct Report(s):	K-8 Teachers, Learning Specialists, Specialist Teachers as assigned

OVERVIEW:

The **Assistant Director** is responsible for directing and managing academic programming and supervising instructional staff, providing leadership to ensure high standards of instructional service, and overseeing compliance with school policies, success of instructional programs and operation of all activities in accordance with the school's Mission, Vision and Values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific duties are listed below; other duties may be assigned.

- Collaborates with Executive Director to develop, implement and monitor the K-8 Unified Improvement Plan, Strategic plan and goals
- Collaborates with administrators and teachers to support coherent and cohesive curriculum development and instruction across K-8
- Works to ensure effective curricular articulation from elementary to middle school
- Assists with K-8 crisis management and ensures that safety protocols are followed
- Serves as a member of the Emergency Response Team (ERT), Instructional Leadership Team (ILT), and other committees as determined
- Assists Executive Director with professional development to facilitate collaboration and cohesion across the K-8 school levels
- Reports to the board, district, and state as appropriate and required
- Supervises and evaluates K-8 Teachers, Learning Specialists and Specials Teachers following the school's evaluation protocols as assigned
- Facilitates staff meetings and trainings as directed by Director
- Collects and provides data for student progress monitoring for reading and writing using DIBELS and BURST materials as well as trains staff in doing the mentioned assessments
- Contribute to and participates in the MTSS process, MTSS meetings and Student Intervention Team (SIT)
- Attends team/ lab teacher meetings monthly to support curriculum development and implementation
- Supports Dean of Students in facilitating athletic eligibility cards and communicating expectations of student athletes with students, coaches, teachers and parents
- Supports development of innovative instructional skills through modeling, peer coaching and staff development
- Participates in the development and evaluation of K-8 curriculum

- Supervises operations in the Executive Director's absence
- Leads the development and support of K-8 school schedule, classroom paraprofessional support schedule, and additional curricular schedules which address school-wide goals and supervision
- Serves as the student scheduling lead; schedules students for core classes, support classes, electives, and enrichment
- Assists Executive Director with K-8 hiring activities
- In collaboration with the Instructional Administrative Team, assists the Executive Director in determining and implementing appropriate staff training and development
- Communicates and conducts conferences on student and school issues with parents, students, and teachers in coordination with the Executive Director
- Monitors daily classroom instruction for quality teaching and student achievement
- Serves as the Administrator Lead School Assessment Coordinator and collaborates with the School Assessment Coordinator on state and district testing requirements; assist in analysis of data
- Works with the School Assessment Coordinator to determine schedules for all assessments and train staff of expectations for the assessments
- Attends all District trainings which support curriculum and assessment information for Excel Academy
- Ensures the READ plans and other SOARS documentations are kept up to date
- Attends IEP meetings as the administrative designee as scheduled
- Serves as chaperone on field trips and occasional overnight extended field studies of 1-4 nights (<4%) as determined
- Attends evening events and meetings as needed in coordination with Administrative team
- Assume an equal share of staff's joint housekeeping responsibilities with attention to keeping the environment ordered, clean, supplied and in good repair
- Participate in recommended training programs, educational conferences and other courses pertinent to professional growth
- Maintain professional attitudes and behavior toward the school at all times, in both internal and external communications
- Follow discipline procedures in accordance with district and school policies and as outlined in the Staff and Student and Family Handbooks.

REQUIREMENTS:

Education, Qualifications & Experience:

- Bachelor's degree required; Master's degree preferred
- Principal license and previous administrative experience preferred. If candidate does not hold a Principal License through the Colorado Department of Education, candidate must have passing scores on the PRAXIS exam accepted by the Colorado Department of Education for Assistant Principals at time of application.
- Science of Reading Administrator Training as required by the Colorado READ Act
- Completion of Educator Evaluator Training (E-Train) as required by Colorado Senate Bill 22-070
- Five or more years of teaching experience required; coaching and supervisory experience preferred
- Prior experience and formal training in Restorative Practices highly desired
- Experience with Project-Based Learning, expeditionary learning or similar inquiry-based educational model preferred

- Demonstrated initiative and skills in the following areas: relationship and community building, communication, gifted and talented, curriculum development, creativity, problem solving, decision making and time management
- Current CPR, First Aid and AED certification required within 30 days of start

Knowledge, Skills, Abilities and Attributes:

- Strong organizational and coordination skills
- Strong self-starter; able to work with limited direction
- Excellent verbal and written communication skills required
- Resourceful in generating creative solutions to problems
- Ability to work collaboratively with a team
- Knowledge of recruitment and employment selection strategies
- Excellent written and oral communication.

SPAN OF CONTROL: Provides direct supervision and evaluation of assigned certified and classified staff, which may include teachers, special service providers, instructional support staff, and paraprofessionals, as delegated by the Executive Director. May coordinate and provide functional oversight for additional staff, students, and daily school operations, but does not serve as the building's chief executive.

The physical requirements, mental requirements and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT: Classroom materials, computer (desktop/laptop/tablet) and communications technology equipment including software, interactive whiteboard, office equipment (copy machine, fax, etc.), e-mail, and voice mail.

PHYSICAL DEMANDS: Must have sufficient vision and hearing (with corrective devices) to observe and supervise students, review documents, and respond to emergencies throughout the school building and grounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus. Requires frequent walking, standing, use hands to finger, handle, or feel; reaching with hands and arms, talking, hearing, tasting, smelling, and occasional climbing of stairs, as well as occasional lifting or carrying of materials up to 50 pounds. Ability to meet physical needs of students. Involves verbal and written communication, operation of standard office and instructional equipment, and occasional bending, reaching, sitting, climbing or balancing, stooping, kneeling, crouching and crawling while performing administrative tasks. Must have sufficient mobility to be able to direct or lead students to safety in the event of an emergency or drill. There may be above average levels of activity at times that cannot always be anticipated.

MENTAL FUNCTIONS: Ability to read and comprehend curriculum, policies and procedures, standards, benchmarks, behavior plans, performance evaluations, and implementation strategies. Ability to make sound decisions on a day-to-day basis on appropriate communication with staff on safety concerns, student performance metrics, and tasks to meet strategic goals. Ability to evaluate and provide constructive feedback on both staff performance and student behavior. Demonstrates mature judgement in exercising appropriate supervision and expectations of staff and students. Ability to speak effectively before groups. While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to analyze, coordinate, compile, evaluate, synthesize, compute, instruct and negotiate. The employee is occasionally required to copy.

WORK ENVIRONMENT: Primarily working inside and around a K-8 school. Typical K-8 building contains classrooms, special education classrooms, offices, libraries, computer labs, science labs, bathrooms, storage areas, gymnasiums and kitchens. Outside areas include playgrounds, blacktop/concrete areas, parking lots, grassy areas, and access to open space. May be exposed to outside elements during activities such as carline duty, recess duty, drills, or field trips. The noise level in the work environment is moderate and may be noisy/chaotic at times. This employee is required to work in a variety of schools, office, playground and field trip settings.

EQUAL EMPLOYMENT OPPORTUNITY: Excel Academy is committed to equal employment opportunity for all qualified persons without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, marital status, membership or non-membership in any organization, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices including hiring, promotions, training, disciplinary action, termination, and benefits.