

MONTESSORI PEAKS ACADEMY

Date Written: July 30, 2026

Job Title: Assistant Principal

Full Time: 205 working days (8/1/26-7/31/27)

Salary: \$80,000 - \$95,000 Depending on Experience

Position Summary

The Assistant Principal's primary role is coordinating student support at Montessori Peaks Academy. This position exists for the primary purpose of meeting student needs in order to promote student success.

Overview

Montessori Peaks Academy (MPA) was Jefferson County's first Montessori Charter School, opening its doors in September 1997. Montessori Peaks Academy (MPA) offers programs for children from preschool (age 3) through 8th grade. Kindergarten through 8th grades are tuition free. Preschool (ages 3 and 4) is a tuition-based program. MPA also offers a one or two day per-week HomeSchool enrichment program for grades K- 8.

MPA strives to be an educational journey, preparing each child to uniquely contribute to our shared community. Montessori philosophy and methodology is based on the education of the whole child. This not only includes cognitive and academic development, but also concentrates on the emotional, physical and social development of the child. Honoring the individual child is one of the main guiding principles of the school and its curriculum.

Outdoor education is a strong component of our Montessori environment. The school sits on over 8.5 acres of land and features multiple gardens, a natural watershed, a bee habitat and pollinator space, as well as many other opportunities for children to grow and learn outdoors.

There is a Montessori-trained lead teacher and assistant teacher in each classroom, allowing for small student to teacher ratios. MPA offers Music, Art and Physical Education as part of our curriculum for each classroom, kindergarten through 8th grade.

Qualifications

- Bachelor's Degree required
- Master's in Educational Leadership, Education, or related field is required
- Colorado Department of Education (CDE) Initial or Professional Principal License required
- A minimum of seven years of teaching experience required
- Montessori experience preferred or a willingness to learn
- Leadership experience in a school setting required

- 504, IEP, ALP, and READ Plan school coordination experience preferred
- Willingness to obtain continuing education as needed to perform well in the position
- Commitment to the Montessori Peaks Academy Mission, Vision, and Guiding Principles.

Professional Responsibilities

- Build strong relationships with students to support success
 - Effectively handle discipline concerns, maintaining clear communication with students, families, and staff
 - Help create and maintain a positive student climate and culture
 - Attends school events and serves as building administrator for after school events as necessary
 - Facilitate social and emotional health in partnership with families
- Academic planning and goal setting
 - Coordinate student plans with a focus on student growth toward academic and social-emotional goals (including but not limited to 504, MTSS, READ, and ALP plans)
- Scheduling
 - Assist with school master calendar
 - Duty Schedules
 - In consultation with the principal, the assistant principal supports the observation/feedback cycle of improvement through observations, mentoring, and mid- and end-of-year evaluations
- Other duties as assigned

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.

To Apply

The school offers competitive salary and benefits. Please send a cover letter and resume to jen.webb@jeffco.k12.co.us with the subject line of “Assistant Principal- *your last name*.” No phone calls please.

About Littleton, Colorado

Whether you’re looking to go on an outdoor adventure, spend some time shopping or sit back and enjoy a beautiful view, the City of Littleton has it all. Founded in 1890 after 245 residents voted to incorporate the town, the 13-square-mile city is now home to more than 44,000 people. Littleton has top-ranked schools, higher education and more than 2,000 diverse businesses. Littleton embodies a strong sense of community through its historic downtown, active trail system and numerous community events. There are more than 59 parks and open spaces. Two light rail stations offer easy access to Downtown Denver, or explore the Rockies within 30 minutes.