



Platte River Academy Job Description

Position: K8 Assistant Principal (Curriculum/Instruction)

Reports to: Executive Director

Overview: The Assistant Principal of Curriculum and Instruction supports the Executive Principal by leading academic programs and instructional improvement across K–8 grades. This role includes administrative leadership, supervision of staff and students, and management of daily school operations. The assistant principal drives professional learning, coordinates evaluation and data analysis to inform instruction, and supports accountability systems.

Specific duties include promoting and upholding the school’s mission, vision, and academic goals; leading curriculum planning, alignment, and implementation to improve student learning; supporting teacher development through coaching, observation, feedback, and coordinated professional development; analyzing student achievement and other data to guide instructional decisions and targeted interventions; assisting with formal and informal staff evaluations and maintaining accurate documentation; developing and helping manage school-wide schedules that support instructional needs; fostering positive partnerships and resolving conflicts among parents, students, and staff; helping implement and monitor school-wide supervision, safety, and emergency protocols; and participating in school leadership teams while contributing to strategic planning and continuous improvement efforts.

Responsibilities — Duties include but are not limited to:

Strategic Leadership

- **Executive Support:** Execute full operational and academic authority in the Executive Director’s absence, ensuring continuity of the school vision and safety.
- **Strategic Planning:** Serve as a core member of the Lead Team to design and

implement the School Improvement Plan (UIP), specifically driving curricular coherence, instructional effectiveness, and the integration of academic rigor with student wellness.

- **Systems Design:** Collaborate with K–8 administrators to engineer master schedules and staffing models that maximize instructional minutes and ensure equitable access to rigorous, differentiated curriculum.

Curriculum & Instructional Excellence

- **Curricular Alignment:** Lead K-8 curriculum mapping and vertical alignment to ensure a seamless transition of skills and knowledge across grade levels, maintaining fidelity to the school's academic mission.
- **Instructional Coaching:** Use high leverage coaching cycles and modeling to build teacher capacity in evidence based instructional strategies, proactive differentiation, and the implementation of high-quality instructional materials.
- **Professional Development:** Design and facilitate targeted PD that translates complex academic data into practical, classroom ready strategies to improve student engagement and mastery.
- **Mission Advocacy:** Serve as the primary ambassador for the K-8 academic program, communicating the value of the school's rigorous curriculum to staff, families, and the broader community.

Data-Driven Achievement & Assessment

- **Assessment Leadership:** Oversee the coordinated collection and analysis of school-wide data including state mandates, formative/summative results, and growth measures to drive curriculum adjustments and targeted interventions.
- **Systems Integration:** Train and support staff in leveraging iReady, Project Ed, Infinite Campus, and Schoology to surface learning gaps, monitor curriculum implementation, and create actionable "data-to-instruction" plans for students and families.
- **iMTSS Coordination and support:** Support the iMTSS process in partnership with the leadership team (Literacy Content Specialist/Math Content Specialist) to address system-wide academic priorities and ensure that tier-1 instruction and interventions are effectively closing achievement gaps.

Academic Culture & Student Support

- **Instructional Team Leadership:** Mentor and lead instructional staff to create a unified approach to classroom support that prioritizes student learning and academic task persistence.
- **Environment for Learning:** Proactively cultivate an inclusive, "academics-first" environment; lead conflict resolution and parent-teacher conferences through a lens of supporting student growth and academic success.
- **Communication:** Streamline internal communication via weekly updates that connect school-wide academic goals to daily classroom practices, ensuring staff are aligned on instructional priorities.

Professional Responsibilities: As full-time, salaried employees, you are expected to contribute to our organization's success outside of the school day. This may include:

- **Regulatory Compliance:** Ensure all operations meet the standards of the Platte River Governing Board, Douglas County School District, and State of Colorado guidelines.
- **Talent Management:** Actively participate in the recruitment, hiring, and onboarding of staff who align with the school's cultural and academic standards.
- **Community Presence:** Serve as the Administrator on Duty for after-school events and represent the school on various subcommittees.
- **Serving on committees or task forces** (minimum once a month).

Your involvement enhances our community and supports our mission, making it vital to our collective success.

Experience and Knowledge

- Master's degree in Education required.
- Certified or eligible for Principal License. (or pursuit of)
- Minimum of three years of teaching experience required.
- Leadership experience in a school setting required.
- Demonstrated experience in instructing students with varied learning styles and levels of mastery.
- Expert-level written and oral communication skills.

- Excellent interpersonal, conflict management, problem-solving, and demonstrated leadership abilities.
- Ability to work collaboratively and to apply superb judgment.

Physical Demands

- Frequent lifting of five (5) to twenty (20) pounds.
- Occasional lifting of twenty (20) to fifty (50) pounds.
- Constant bending, squatting, standing, reaching, sitting, walking, kneeling, crawling, stooping, repetitive motions, and overhead work.

Reporting Relationship

- This position reports to the Executive Principal.
- Direct reports: Assigned certified and classified staff members.

Evaluation, Compensation, and Employment Cycle

- Annual Evaluations: Winter / Spring / Summer
- Contract Period: August 1 - July 31
- Job Classification: Exempt
- Sick leave: 49 hrs
- Personal leave: 3 days per year that accrue up to 9 days
- Contract length: 210 days (211 days depending on if a new hire)
- Salary Scale: \$81,305 - \$128,010 based on experience

Application Please submit a resume and letter of interest to kpratt@prak8.org with “Principal of Curriculum and Instruction” in the subject line. You may also mail documents to: Platte River Academy Attn: Kera Pratt 4085 Lark Sparrow Street Highlands Ranch, CO 80126

To learn more about Platte River Academy, visit: <https://www.prak8.org>

Equal Employment Statement Platte River Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, age, gender, religion, or sexual orientation.