



Job Description

Job Title: Secondary Principal

Salary Range: \$110,000-\$143,500/year

Full time benefits include medical, dental, vision, life insurance, voluntary short-term disability, CO PERA Retirement, Jeffco Empower Retirement and Paid Time Off

Date Prepared: March 2026

FLSA Status: Exempt

Work Year: 225 Days

Location: Secondary Campus

Reports to: Executive Director

Summary

An individual in this position serves as the school leader by providing leadership, community building, instructional leadership, and human and financial resources management.

Essential Duties and Responsibilities

Leadership duties:

- Demonstrates commitment to Jefferson Academy's vision, mission, core values and principles of academic rigor. Communicates this to school personnel, the students and families and the community.
- Models school values for students, parents and the Jefferson Academy Board of Directors.
- Is a visible leader maintaining frequent contact with students and staff.
- Exercises a participatory management style with staff when at all possible.
- Communicates effectively by written and oral methods.

Educational leadership duties:

- Hires and evaluates staff.
- Oversees planning and evaluation of programs and priorities.
- Coordinates design of curriculum with staff.
- Administrates all school-based programs and services of resource personnel.
- Designs schedules.
- Develops cooperation and teamwork within staff.
- Assists staff in accommodating individual student needs and abilities.
- Monitors student progress, discipline, health, and safety.
- Provides perspective on educational issues with the Jefferson Academy board on a regular basis.
- Assists the board in evaluating the school's progress on established priorities.
- Reviews data and trends to understand education gaps.
- Develops a process to ensure vertical alignment across all academic content through the K-12 program.

Community relations duties:

- Promotes and develops a professional, positive relationship with the Jefferson Academy board and staff.
- Seeks and considers opinions of others in a timely fashion.
- Provides information to community, media and interested parties about the school, its programs and progress towards goals.
- Serves in a liaison capacity with the school district on any administrative and/or educational matters.
- Assists with the recruiting, scheduling and training of volunteers within the school.

Managerial duties:

- Approves and authorizes: Building usage, budget items, permanent record maintenance, building maintenance, school

based activities and schedules

- Approves and authorizes: Purchase and utilization of material resources, equipment, textbook and supplies
- Ensures a cooperative approach to organizational goals and initiatives.
- Supervises evaluation of staff in compliance with Board Policy requirements.
- Delineates all responsibilities and authority, establishing lines of communication and supervision.
- Develops enthusiasm and promotes positive morale among staff and parents.

Education and Experience

Advanced degree from an accredited institution, preferably in educational and/or business administration. Two or more years of experience as an administrator in a public or private school, or a position with equivalent responsibilities in government, private business or an institution of higher learning. Planning, budgeting, curriculum development and public relations experience. Knowledge of the Colorado charter school law and operation of a charter school. Commitment to the vision and mission of Jefferson Academy.

Certificates, Licenses, Registrations

Current Colorado-certified Principal license

Skills, Knowledge, and Equipment

Demonstrated conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills. Computer and technology skills which include Human Resources; Financial Systems; and communications technology including software, Email, and voice mail are a condition of employment and must be obtained within one year after hire.

Span of Control

Directly supervise assistant principals, counselors, teachers, school resource officers, coaches, club sponsors, employees, and special education personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Educational Delivery

Support the instructional programs of the District by supervising and evaluating teachers and administrators and by developing and implementing school instructional programs. Understand the philosophy of Core Knowledge (K-8) and Coordinated Humanities/College Prep (9-12) educational practices, the processes of curriculum development and effective models of instruction and lead their implementation in the school. Manage the development of curriculum and instructional programs that recognize the contributions of diverse groups and foster success for all students regardless of gender, race, or disability. Use data to analyze the current state of student learning and serve as a catalyst for and manager of needed change. Understand and lead the use of technology in instruction. The majority of the time is spent at the school site.

Complexity of Work

Requires analytical skills, independent thinking, considerable judgment, and the ability to assess crises and make sound decisions quickly with little time or input from others. Must manage personnel, curriculum, student success and discipline, and physical plant. Must have a strong understanding of student behavior, school culture and policies and be able to quickly analyze the impact of decisions on the student, school, JA organization and community. Final decisions at the school are the responsibility of this position. Generally, work is complicated by the volume of students at the school site, large budget management responsibilities, and the diversity and severity of student issues and crises.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised March 2026