

Job Title: Principal, William Smith
Work Year: 261 Days
Department: Division of Equity in Learning
Reports To: Director, P-20 Learning Community
Salary Range: APT 9

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Summary:

As the instructional leader, the principal is first and foremost responsible for increasing student achievement by developing an aligned and coherent standards-based instructional system by organizing the school site operation in accordance with the Board of Education policies.

Essential Duties and Responsibilities

Daily	40%	Coordinate the development and implementation of the unified improvement plan in accordance with the district mission.
Daily	15%	Hire, supervise, and evaluate all staff.
Daily	15%	Develop and monitor all members of the staff to build their capacity to meet the learning needs of the students by monitoring achievement toward meeting School Improvement Plan goals.
Weekly	10%	Develop, implement and sustain an imbedded collaborative professional learning model which focuses on improving instructional practices and increasing student achievement.
Weekly	2%	Use data to analyze and plan for differentiated support for staff and students.
Weekly	2%	Monitor, implement, and support Board policies; state and federal statutes and regulations; the APS Pilot School Manual and the School Election to Work Agreement.
Monthly	2%	Develop and implement a school wide plan to ensure the safety of students and staff in accordance with established district policies and procedures.

Weekly	2%	Perform a wide range of managerial responsibilities including, but not limited to: staffing, scheduling, budget, technology, and facilities.
Weekly	1%	Coordinate and facilitate processes and meetings by being instrumental in bringing people and resources together and actively engage in relevant district meetings.
Monthly	2%	Communicate and collaborate with families and community members, respond to diverse community interest and needs and mobilize community resources.
Monthly	1%	Support and supervise quality extracurricular and co-curricular activities.
Monthly	2%	Coordinate and supervise marketing, recruiting and application processes for students.
Daily	5%	Have knowledge about graduation requirements, college readiness, scholarship opportunities, and career preparedness.
Daily	1%	Perform other duties as assigned.

EDUCATION AND TRAINING:	Master's degree plus additional coursework required for certification or licensure.
EXPERIENCE:	Over 7 and up to and including 10 years of experience in combination of 5 years teaching and three years administrative experience.
SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:	Advanced oral and written communication, public relations, instruction, curriculum, conflict resolution, multitasking, problem solving, facilitation, management, decision making, computer, and organizational skills. Advanced skills in working with students and staff with diverse needs at various levels. Ability to be flexible and patient and make change. Knowledge of instruction and curriculum. Operating knowledge of and experience with personal computers, word process software and basic office equipment.
CERTIFICATES, LICENSES, & REGISTRATIONS:	Colorado Principal's License required for hire. LDE certificate preferred.
SUPERVISION/TECHNICAL RESPONSIBILITY:	Directly supervises all school personnel; may delegate some supervisory responsibilities to Administrative Team. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring

employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand or walk and is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, synthesize, evaluate, use interpersonal skills and negotiate. Frequently required to coordinate, compile, instruct and evaluate.