

Job Title: Principal, Elementary School
Work Year: 210 Days
Department: Division of Equity in Learning
Reports To: Director, P-20 Learning Community
Salary Range: APT 8

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[Aurora Public Schools Compensation and Benefits](#)

Summary:

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

Essential Duties and Responsibilities

Daily	50%	Serve as an instructional leader by coordinating the development of and monitoring the implementation of the unified improvement plan in accordance with the district mission.
Monthly	20%	Hire supervise and evaluate all staff.
Daily	10%	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 Unified Improvement Plan goals.
Weekly	8%	Develop, implement and evaluate an embedded 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 to include attending special education staffing, Individualized Education Program (IEP) meetings; and the Master 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.
Daily	2%	Communicate and collaborate with families and community members, respond to diverse community interest and needs and mobilize community resources.
Daily	2%	Perform other duties as assigned.

EDUCATION AND TRAINING:

Master's degree plus additional coursework required for certification or licensure.

EXPERIENCE:

Minimum of 5 years of experience in classroom teaching and leadership experience.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Advanced oral and written communication, public relations, instruction, curriculum, facilitation, management, decision making, computer and organizational skills. Ability to work with students with various backgrounds and abilities. Advanced skill in dealing with students and staff with diverse needs at various levels. Ability to be flexible and patient and make change. Knowledge of instruction and curriculum: including knowledge of English language acquisition and early childhood development. Operating knowledge of and experience with personal computers, word processing software and basic office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Colorado Principal's License. LDE certificate preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY:

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; and smell. The employee frequently is required to stand or walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must

occasionally lift and/or move up to 10 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 toxic or caustic chemicals or 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. The employee is frequently required to coordinate and compile. The employee is occasionally required to instruct and compute.