STAFF JOB DESCRIPTION

Title: Fort Lupton High School Principal (Traditional & Critical Shortage Applications Welcome)	**FLSA Status:** Exempt
Reports To: Chief Academic Officer	**Pay Range:** $110,000-$145,000
Prepared/Revised Date: November 2027	**Work Year:** 2027-2028

SUMMARY:

Step into a pivotal leadership role to drive historical, transformational change at Fort Lupton High School (FLHS). As the school enters Year 5 of turnaround status as of the 2026-2027 academic year, the principal will have the unique opportunity to rewrite the school's future and lead staff in a definitive turnaround effort. You will provide urgent, visionary leadership to rapidly improve the learning environment, with a critical immediate mandate: spearheading accountability planning that will be part of the school's comprehensive improvement plan directly to the State Board of Education in May 2027.

In addition to leading this historic turnaround, responsibilities include the day-to-day management of the facility, students, and staff to foster a highly engaging environment for personal and academic growth. The principal will oversee budget allocations, instructional programming, assessments, and rigorous data collection, ensuring transparent reporting to the public and the Colorado Department of Education pursuant to all state and federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned, "equals 100%.

Job Tasks Descriptions	Frequency	% of time
Interpret and implement the district's philosophy of education, its policies and rules governing instruction, student and staff activities and conduct.	**M**	**5%**
Provide leadership and enforcement of Federal, State and District mandates, policies, rules and regulations.	**D**	**5%**

Lead in designing a standards based program of education and adaptations planned to meet the educational needs of students of this community in a safe learning environment.	**W**	**10%**
Manage the day-to-day tasks related to running a turnarounds school and providing for the necessities of the pupils, staff, parents and community.	**D**	**40%**
Direct the activities and evaluations of school professional and para-professional staff members in the performance of their duties.	**W**	**10%**
Work with appropriate central office administrators with respect to personnel, budgeting, curriculum, maintenance, supply and equipment issues.	**D**	**5%**
Assist in the recruiting and recommending of personnel appointments and their orientation to the district and site responsibilities	**A**	**5%**
Provide for administrative representation at all school-related activities and public relations that further the community's understandings and support of the school's education program.	**D**	**30%**
Maintain professional competence and growth through participation in district provided and self-selected staff development opportunities.	**M**	**5%**
Perform such other tasks and responsibilities as may be assigned by the Superintendent of Schools	**M**	**5%**
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

1. Masters Degree from an accredited college or university.
2. Valid Principal license issued by the Colorado Department of Education.
3. At least 5 years teaching experience.
4. Turnaround experience.
5. Prefer advanced graduate work in the area of school administration.
6. Such alternatives or additional qualifications as the Board of Education may find appropriate or acceptable.

Preferred Qualifications:

- 3-5 Years Administrative Experience in a School or District Level Position
- Masters or Doctoral degree

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Requires a valid Colorado driver's license
- Requires a valid Colorado Professional Principal's license or equivalent

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Chief Academic Officer
- Direct Reports: Yes

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget			X	
Administer a Budget		X		
Monitor a Budget		X		
Coordinate a Budget			X	
Initiate a Requisition	X			

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel		X		

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

	Amount of Time

WEIGHT AND FORCE DEMANDS	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Use Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

Outdoor weather conditions			**X**	
Extreme cold (non-weather)	**X**			
Extreme heat (non-weather)	**X**			
Risk of electrical shock	**X**			
Work with explosives	**X**			
Risk of radiation	**X**			
Vibration	**X**			

VISION DEMANDS	**REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB**
No special vision requirements	**X**
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	**Level of noise typical in the work environment for this job**
Very quiet	
Quiet	**X**
Moderate	
Loud	
Very loud	

OTHER INFORMATION:

- In person attendance is a requirement of this position.

IT Specific

- Infinite Campus
- Google
- Microsoft Office

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Data Analysis

- Strategic Planning

An equal opportunity affirmative action employer

The Weld Re-8 School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. A lack of English skills will not be a barrier to admission or participation. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Compliance Coordinator- Brian Childress; Chief Operations Officer,200 S. Fulton Avenue, Fort Lupton, Colorado, 80621, 1-303-857-3301, childressb@weld8.org; Title IX Coordinator: Matt Schwartz; Director of Human Resources & Safety,200 S. Fulton Avenue, Fort Lupton, Colorado, 80621,1-303-857-7280, matt.schwartz@weld8.org.