



THOMPSON SCHOOL DISTRICT
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL
JOB DESCRIPTION

Job Title: Assistant Principal – PK-8
Prepared Date: March 2025
Work Year: 215 Days
Department: Learning Services
Reports To: Principal
Salary: APT Salary Schedule B – Range 10

- The salary for Range 10 is \$98,100 - \$142,056
- The posted salary range is what an employee would expect to reach with longevity in the District. New employees would expect an offer between the beginning to mid-range of the salary range depending on relevant experience.

Benefits include: Health, dental and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at tsd.org to learn more.

SUMMARY: Assist the building principal in providing effective educational leadership for all students and staff; serve as a change agent, facilitator, and coach to move forward the mission of the school; manage student discipline issues; supervise through the hiring, evaluating and supervising of licensed and non-certified staff; and provide instructional leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish an equitable and culturally responsive education program.
- Engage staff and community in a continuous improvement process.
- Lead the school community in the school's vision, philosophy and mission in all school endeavors.
- Lead the decision-making process through collaboration of staff, students, and community.
- Provide instructional leadership towards developing a robust 21st century learning program that includes critical thinking, creativity, technology, problem solving, and global communication skills.
- Support the building principal in handling student disciplinary issues and ongoing support for restorative practices.
- Integrate a standards-based, conceptual curriculum, with a best practices instructional framework, and effective assessment practices.
- Support the building principal in implementing a Multi-tier system of support (MTSS) approach to closing or preventing achievement gaps between student subgroups.
- Interview, hire, and evaluate both certified and non-certified staff using a standards-based performance evaluation instrument, in accordance with district policies and guidelines, sharing such responsibility with the administrative team.
- Provide leadership for staff by implementing the district strategic plan, creating and implementing school effectiveness plans, and providing professional development in a differentiated manner.
- Model and provide a positive learning-teaching climate within the building through maintenance of a positive discipline plan.



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- Develop, implement and enforce policies on tardiness, attendance, discipline, and revise policies and handbooks.
- Demonstrate ability to sustain relationships that serve all students.
- Lead the school as school assessment coordinator (SAC) for CMAS, etc.
- Lead the school community in data driven decisions based on state standards and results from multiple data points, which include, but are not limited to: CMAS, iReady, and other school-based assessments and surveys.
- Provide necessary supervision of school sponsored activities, both during and out of school time.
- Attend and participate in building, district and state meetings, workshops and conferences that contribute to overall student achievement as appropriate.
- Coordinate building rental and the management of the physical facility.
- Coordinate the teacher duty assignments and supervision of lunchroom.
- Collect, manage and help analyze our school data, and facilitate data decision-making processes.
- Participates in the development of the master calendar and master schedule of the school; assures calendars and schedules meet state requirements; works with staff to develop and distribute calendar and schedule information to students and families
- Perform other duties as assigned.

JOB QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

KNOWLEDGE, SKILLS, and ABILITY:

- Knowledge of secondary education process.

SUPERVISION/TECHNICAL RESPONSIBILITY:

This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position may be responsible for the hiring process. This position is responsible for employee evaluations. In addition, this position assists in the responsibility for both budget development and accountability.

EDUCATION AND TRAINING:

- Master's degree in school administration/supervision or related field.

EXPERIENCE:

- Over three (3) years of experience in teaching or administration required.
- Three (3) years Administration experience preferred

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Principal License required.
- Must possess a valid Colorado Driver's License.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.



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- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. Candidate is regularly required to speak and listen. The employee frequently is required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.

Employment is contingent upon successful completion of the post-offer screening process, including a background check and completing interview questions on Spark Hire.