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Administration Office

Open Position

Weld Re-9 School District

The Weld Re-9 School District headquartered in Ault, Colorado is seeking to fill the position of Elementary Principal.

Responsibilities: A detailed job description is posted on the district website.

- Highland Elementary serves approximately 420 students in grades K-5. Located in Pierce, Colorado, HES is the only elementary in the Weld Re-9 S.D. HES has a population of 34% minority and 49% free and reduced. Our school has received a “performance” rating for the last two years.

Requirements: Master’s Degree and Colorado Principal License.

Salary and Benefits: Salary will be negotiated based on experience. The district provides benefit dollars of \$635 per month for a selection of medical, vision and dental insurance. Life insurance and long term disability coverage is provided. Contract is based on 205 days with 8 paid sick days and 3 personal days. The district provides a cell phone. Selected candidate will participate in the PERA retirement system.

Application: Current employees need to submit a letter of interest to the Superintendent’s office by March 1st. Out of district candidates will need to complete an application prior to March 14. Applications can be completed from the district website at www.weldre9.k12.co.us . Please submit three letters of recommendation with your completed application. Any questions should be directed to the Weld Re-9 Administration office.

We
Build
Excellence

For Release 9 a.m., February 1, 2019

Weld Re-9 - Highland Elementary Principal

January 2019

The principal serves as the instructional and strategic leader for the school; provides instructional and professional leadership to faculty and staff members; administers all components of an Elementary school including instructional leadership, curriculum implementation, monitoring of instruction, maintenance of physical plant, and budget management; ensures compliance with state and federal laws.

The Principal is directly responsible to the Superintendent of Schools. Supervision of others includes: licensed staff, custodians, food services, secretarial/clerical and all regular instructional and other professional staff members assigned to the building.

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Lead and monitor implementation of the school curriculum as mandated by the Colorado Department of Education and district initiatives through classroom visits, grade level and department meetings, scheduling and other related activities.
- Communicate organizational goals and objectives to stakeholders.
- Plan for student success; evaluate staff and program effectiveness through data analysis and other assessment forms.
- Recruit, train, and retain highly qualified staff.
- Facilitate interpersonal interactions including, but not limited to problem resolution with students, parents and staff.
- Plan, construct and submit an annual budget to the business manager.
- Continual evaluation of existing programs and practices, curriculum content and pilot programs.
- Maintain an educational philosophy and school climate which encourages a cooperative attitude on the part of all employees and students.
- Maintain a standard of student behavior designed to command respect and minimize school and classroom interruptions.

- Identify intellectual, physical, social and emotional needs affecting students' success in school, and coordinate the efforts of teachers and parents with services from special education personnel.
- Maintain school and student records in compliance with state, local and federal laws.
- Affect or recommend changes which will lead to improved administration, supervision and opportunity for student development.
- Actively participate in community groups and activities as a means of developing an understanding of the district population.
- Organize, review and authorize professional development opportunities for faculty and staff in the building.
- Initiate and oversee safety/emergency procedures and policies.
- Attend professional conferences, seminars, and workshops as directed by the Superintendent.
- Perform all other acts reasonable and necessary to accomplish primary functions.

EDUCATION AND/OR EXPERIENCE:

- Possess a Principal license from the Colorado Department of Education
- Master's Degree in Education, Education Administration or closely related area is required.
- Minimum of three (3) years classroom teaching, supervisory level education administration or closely related experience is preferred.

INTERESTED APPLICANTS MUST COMPLETE THE FOLLOWING STEPS:

(1) Complete an online application via applitrack from the district website at www.weldre9.k12.co.us . (2) Submit the required documents. (3) Communicate with district office at jobs@weldre9.k12.co.us

* All open positions offered by the Weld Re-9 School District are subject to specific job requirements. Weld Re-9 is an equal opportunity employer, and all hiring decisions are subject to federal, state, and local employment laws and regulations.