



OUR MISSION: Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

OUR VISION: Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

JOB TITLE: ELEMENTARY (Kindergarten – 4th Grade) ASSISTANT PRINCIPAL

GENERAL STATEMENT OF JOB:

All employees of Ben Franklin Academy work together to fulfill the Ben Franklin Academy Mission and Vision Statements. The thoughts reflected in this job description provide structure to the responsibilities and accountabilities for this position. Ben Franklin Academy expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for students.

DUTIES AND RESPONSIBILITIES:

1. Serves as the academic leader of the elementary school.

- Adhere to the mission and vision on Ben Franklin Academy with enthusiasm, commitment and integrity
- Implements the elementary school curriculum, instruction, and assessments in a manner consistent with BFA's mission and vision
- Uphold and model Ben Franklin Academy's 13 Virtues and other character programs
- Participates in vertical team meetings throughout the K-4 program and supports vertical teaming throughout the K-8 program
- Interacts with Ben Franklin Academy's other administrative staff to ensure consistency and harmony between the grade levels
- Assists with the design of the K-4 master schedule
- Assists with the K-4 Unified Improvement Plan
- Coordinates the elementary school grade level leader program

2. Provides curricular and instructional leadership to the elementary school that maximizes student achievement and growth.

- Leads curriculum evaluation, mapping, and development at the elementary school level
- Implement board approved curriculum, instruction, and assessment in a manner consistent with Ben Franklin Academy's mission and vision
- Collaborates with the administrative team and teachers to develop, implement and facilitate professional development opportunities

- Leads the elementary school staff to ensure the delivery of curriculum through appropriate instructional approaches, serving the various learning styles of Ben Franklin Academy students
- Facilitates elementary school student achievement and growth data evaluation to ensure all students receive the highest quality education possible

3. Fosters a positive and cooperative team atmosphere and sets clear, high expectations for all staff while leading and supervising direct reports.

- Participates in hiring for all elementary school related job positions
- Ensures that the Ben Franklin Academy staff follows all the policies established by the governing board and complies with relevant DCSD and state requirements
- Leads formal and informal teacher observations and professional goal plans; completes formal evaluations for direct reports
- Mentors teachers directly or provides for mentoring in instructional approaches, classroom management and character role modeling
- Works in conjunction with the administrative team to provide or arrange for professional development and leadership opportunities that support specific teacher needs and professional goals
- Assists in determining elementary school teacher class assignments
- Serves as a member of the Ben Franklin Academy Emergency Response Team and Crisis Team

4. Implements positive school culture at the elementary school level.

- Interacts with school community members to build supportive relationships
- Develop and maintain a positive partnership with parents through frequent communication of progress and concerns
- Maintain a positive relationship with co-workers, students, and administration.
- Facilitates ongoing communication and collaboration between staff, administration, and the governing board
- Fosters communication and collaboration among staff, families, and students to support school goals; encourages participation from all stakeholders in school programs and activities
- Attends school events as necessary
- Assists with planning special events

5. Manages the discipline of elementary school students.

- Ensures rules and procedures are communicated to the staff and students.
- Provides fair and consistent discipline procedures for all students.

6. Ensures effective supervision of the elementary school student body at all times.

7. Other duties as assigned by the Principal.

EDUCATION and/or EXPERIENCE:

1. B.A or B.S. College degree required
2. Master's Degree preferred

LICENSES OR CERTIFICATION:

1. Principal/Administrator license
2. Highly qualified under No Child Left Behind

PREFERRED EXPERIENCE

- Core Knowledge philosophy
- Strong organization skills
- Ability to assess grade level needs and plan and organize accordingly
- Ability to apply superb judgment
- Administrative experience in a school setting preferred
- Outstanding written and oral communication skills
- Willingness to obtain continuing education as needed to perform well in the position
- Demonstrated responsiveness to accountability requirements and strategic planning
- Strong interpersonal and team building skills
- Knowledge of, commitment to, and demonstrated experience in implementing character development

SUPERVISORY RESPONSIBILITIES

The Elementary School Assistant Principal has supervisory responsibility for elementary school teachers, assigned crossover teachers and staff.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, evaluation requirements, curriculum/materials, and student assessment documents. Ability to effectively document classroom observations, analyze data to improve instructional practices and correspond with staff from all levels. Ability to speak before groups of staff, governing board, administration and parents.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. The hours may be long when specific needs arise, thus some extended schedules will be necessary. This is a position that must attend the needs of staff, administrators, governing board and parents. Ben Franklin Academy is a dynamic school subject to changing work environments and adaptability to change is essential.

SUMMARY

All employees of Ben Franklin Academy work together to fulfill the mission and vision statements. The thoughts reflected in this job description provide structure to the responsibilities and accountabilities for this position. Ben Franklin Academy expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for students.

Compensation

1. Starting salary of \$80,000, depending on experience and skill level
2. Annual at-will employment agreement based on 195 work days for 2024-25 school year

Benefits:

1. PERA (Public Employees' Retirement Association of Colorado)
2. Medical (Anthem); Vision & Dental (Equitable)
 - o 80% employee only premium paid by BFA
3. Benefit stipend for all full – time staff
4. Life insurance, long & short-term disability (full premium paid by BFA)
5. Sick leave & paid time off