

Job Title: Principal
Reports to: Superintendent
Date Posted:
Location: Moffat County High School
Date of Availability: July 1st, 2026
Date Closing: Open Until Filled

TITLE: Moffat County High School Principal

SUMMARY: The Principal of Moffat County School District serves as the instructional and operational leader responsible for overseeing strategic planning, program development, and day-to-day operations. The Principal ensures high-quality educational experiences for students that aligns with the District's strategic plan and inspires students to thrive in an environment of change.

CERTIFICATES/LICENSURE: Possess or be eligible for a Colorado Type D Administrator Certificate or Administrator License.

QUALIFICATIONS:

To be a Principal at MCHS, you must...

- Possess a master's degree in Education Administration, Nonprofit Management, or a related field. (required)
- Have a minimum of five years of successful experience as an administrator or Dean. (required)
- Knowledge of school business and finance.
- Experience in curriculum, instruction, and assessment best practices.
- Possess excellent interpersonal and communication skills.
- Ability to discipline employees and students in keeping with school and district procedures.
- Ability to work effectively with parents and community.
- Ability to maintain confidentiality.

Qualification Requirements: 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Serves as an instructional leader for the high school. Be accountable and hold staff and students accountable for delivering on commitments and taking responsibility for outcomes

- Prioritize budget allowances, monitoring purchases, and ensuring fidelity to curricular priorities.
- Coordinates or works with teachers, parents and special team members in working with students in meeting individual and cohort needs.
- Provides for an educational environment that permits and encourages creativity in the learning process. Uses data to assess student growth and school improvement.
- Supervision of classroom instruction to insure implementation of the district curriculum, school beliefs, values and expected practices.
- Supervision and evaluation of staff. Ensures staff accountability to school-wide systems and expectations.
- Provides building specific orientation and training of teachers.
- Provides continued coaching and input regarding performance expectations for staff including educational; practices, district curriculum standards, working with colleagues creating a positive work environment, works with teachers to improve instructional techniques, etc.
- Facilitates positive school-community relations by organizing, implementing, and participating in school and community activities both within and outside of the school day.
- Handles in a professional manner, complaints affecting the school, working toward resolution and reports to the Superintendent any matter of a serious nature, especially those matters not satisfactorily settled.
- Responsible for all duties of the high school management.
- Works with and effectively communicates with all district administrators and directors.
- Remains current about changes and developments in the field of education.
- Participates in and facilitates building and district leadership teams.
- Divides the attendance and discipline responsibilities with other administrators.
- Supervision of students and staff in various areas of the building.
- Responsible for event coverage which includes evening and weekends as necessary.
- Works to form a cohesive team where support, trust and collaboration is developed to accomplish the complexity of administrative duties, school goals and student success
- Discusses and communicates with the Superintendent new ideas and appropriate issues that will impact the school prior to implementation.
- Communicate clearly with the other district administrators when assistance is needed in accomplishing any of the above responsibilities.
- Responsible for the general school organization and routine duties as they arise
- Always maintain confidentiality and professional decorum.
- Other duties as assigned by the principal.