



Knowledge Quest Academy
Weld County School District: RE-5J
705 S. Schoolhouse Drive
Milliken, CO 80543-3132
www.kqatrailblazers.org

Administrator (Principal) Position

Qualifications/Job Description

Knowledge Quest Academy Charter School's K-8 Administrator is responsible for providing strong, decisive, energetic leadership to all staff and is charged with overall organizational operation and leadership within the boundaries established by the board of directors. The Administrator is responsible for upholding the vision and mission of the school and ensuring that the strategic plan is implemented accordingly. The Administrator needs to be a visionary leader who maintains open lines of communication within the school and in the community and who engenders confidence by being trustworthy, accessible and visible. The Administrator is the primary link between the school and the board of directors. This person should have a track record of building collaborative teams that have resulted in measurable results in student achievement. The Administrator will maintain confidentiality by not accessing, sharing, or disclosing protected information about students, parents/guardians, and employees.

Duties and Responsibilities:

1. Serves as the leader of Knowledge Quest Academy, unifying program levels and departments to ensure the alignment and fulfillment of the school's vision and mission across all aspects of the K-8 program. Provides instructional leadership in the development and implementation of a dynamic 21st-century learning framework, emphasizing critical thinking, creativity, problem-solving, technology integration, and global communication skills.
2. Leads the development and integration of K-8 curricular and instructional programs, utilizing data analysis to assess performance and identify areas for improvement. Implements targeted improvement plans and initiatives to enhance student achievement and support ongoing academic growth.
3. The administrator is responsible for overseeing the maintenance and upkeep of the school's facilities, buildings, and grounds, ensuring that all work is completed efficiently and to a high standard. This includes managing contracts, overseeing bids, and

ensuring that necessary repairs and improvements are made in a timely manner. The administrator is committed to maintaining a safe, well-functioning environment that supports the school's daily operations.

4. In collaboration with the KQA Board, the administrator is responsible for overseeing the financial stewardship of the school, ensuring budgetary discipline, and maintaining the institution's long-term financial health and sustainability.

5. Fosters a positive and collaborative team environment by setting clear, high expectations for all staff while prioritizing their professional development, well-being, and mental health. Demonstrates openness to diverse training opportunities and supports staff in continuous growth and development.

6. Collaborates with staff to strategically foster strong parent engagement, building positive relationships that support the school's mission and enhance student success. Actively encourages parent involvement through targeted initiatives to strengthen the school community.

Education and/or Experience:

Minimum Qualifications:

- Master's degree in education
- Principal license
- Five (5) years of experience in a classroom setting
- At least one (1) year of administrative experience in a school setting

Preferred Qualifications:

- Administrator license
- Ten (10) years of experience in a K-8 classroom setting
- Two (2) years of principal/administrator experience in a charter school setting

Salary info:

Salary is based on experience, with a range of (\$95,000-\$120,000) based on 225 working days.

School Population:

Up to 410 students (currently around 400)

Position Start Date: July 1, 2025

Email a letter of interest, a resume and at least three professional references to:

KQA.board@kqatrailblazers.org.