



KIN DAH LICHII' OLTA'

POSITION DESCRIPTION

Revised 04/13/11

TITLE: Principal	EMPLOYMENT: 12 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: The Principal serves as the Instructional Leader and Academic Administrative head of Kin Dah Lichi'i Olta', Inc. Has the primary responsibility for daily school operations, administration, planning, developing, directing, monitoring, promoting and evaluating an effective and culturally relevant educational experience and environment for all Kin Dah Lichi'i Olta', Inc. students. Ensure that students attending Kin Dah Lichi'i Olta', Inc. are given instruction that will enhance and foster the student's Mental, Emotional, Physical, Sociological, and Spiritual Development. Maintain a positive and respectful relationship with the Governing Board, students, parents, staff, community members and various community and tribal organizations, and agencies for the benefit of all students attending Kin Dah Lichi'i Olta', Inc. and to foster a positive learning environment for such students.

I. QUALIFICATIONS:

1. Masters Degree in Educational Leadership or in Educational Administration, Educational Leadership Instruction Curriculum.
2. Arizona Department of Education Principal's Certification.
3. Minimum of three years experience in School Administration, preferably with Grant/Charter, or Contract Schools.
4. Experience and knowledge in working with BIA-OIEP education operations and procedures.
5. Good verbal and written communication skills, both in Navajo and English.
6. Extensive knowledge and respect for Diné Philosophy of Education and Culture.
7. Minimum of two years in classroom teaching experience.
8. Valid AZ Drivers License required.
9. First Aid and CPR skills.
10. Must pass criminal background checks by state, federal and Navajo Nation
11. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicants last five (5) years of employment

II. DUTIES AND RESPONSIBILITIES:

1. Oversees daily school operations and administrative responsibilities.
2. Supervises all Certified Teachers, Teaching Assistants, and Academic Administrative Staff, Substitute Teachers and Student Teachers.
3. Coordinates with other departments on all student activities and functions.
4. Coordinates with the Director of Administration/Personnel to amend, update, and/or develop personnel policies and procedures and other academically relevant policies.
5. Supervises the preparation and updating of Student and Parent Handbooks.
6. Serves as the Chairperson for all Academic Committees in their department/evaluation/amendment processes.
7. Supervises the development and implementation of all Academic schedules.
8. Supervises the placement/assignments of all Academic personnel.
9. Coordinates the implementation of all annual standardized testing programs and schedules.

10. Supervises the Enrollment process for all incoming students.
11. Supervises, Plans, Coordinates, Directs, and evaluates all Academic Programs and functions, either directly or through delegated supervisory personnel.
12. Attends Governing Board Meetings.
13. Establishes Teaching and Student Supervision Performance Standards for all Academic Staff.
14. Ensures the conduct of Mid-Year and End-of-Year performance evaluations on all employees and prescribes appropriate performance improvement plans.
15. Prepares annual Budget, Audit reports, prepare and submits annual reports.
16. Facilitates the planning and development of the instructional program.

- III. SUPERVISION RECEIVED BY: Governing Board
- IV. SUPERVISION GIVEN: General oversight of all employees
- V. WORKING HOURS: In accordance with Board policies
- VI. EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'i Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor