

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE:	Chief School Administrator
Employment:	12 Months (Exempt)
SUPERVISOR:	Moencopi Day School; School Board
PRIMARY RESPONSIBILITIES:	Serves as the technical and administrative head of Moencopi Day School. Has the primary responsibility for planning, developing, directing, conducting, and evaluating a coordinated school program which incorporates educational, psychological, sociological, and physiological aspects to ensure the academic, personal, and social development of students within the school system.
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision, and mission.

QUALIFICATIONS:

- Requires Principal Certification in the State of Arizona, master's degree in educational leadership, minimum of three years' experience as a classroom teacher. Structured English Immersion and/or ESL endorsements.
- Experience in providing leadership in a P.L. 100-297 Grant School setting,
- Experience with curriculum development and student achievement requirements under Every Student Succeeds Act (ESSA)
- Knowledge of the Public Law 100-297 Grant School new school construction, personnel, fiscal, facilities management.
- Must have good verbal and written communication skills; must be able to adjust management style to employees,
- Must be First Aid/CPR Certified.
- Must pass Federal, State, and Local background check.
- Hopi/Native American Preference.
- Excellent communication skills: ability to communicate and collaborate well with staff, students, parents, and community.

PROGRAM RESPONSIBILITIES

- Formulates and reviews program policies and procedures which serve as a basis for planning, organizing, directing, and evaluating the total school program, in collaboration with staff, board and regulatory agencies.
- Provides educational leadership in the implementation of Board policy as it relates to the mission and operations of the school.
- Prepares proposals outlining special programs for specific grants that will positively contribute to the growth and quality of the school.
- Makes recommendations to the Board regarding the coordination, continuation, or consolidation of educational programs offered to the students.
- Professional assistance to staff, as requested, is to advance the means for improving student achievement.
- Stays informed on educational research, thought, and practices through advanced study, by visiting other schools, and attending educational conferences and training.
- Oversee the Business Office to ensure the effective and efficient operation of school facilities and support services.

Amended and approved on: April 1, 2026

- Responsible for maintaining good relationships and communication with parents, staff, community leaders, various community organizations, and agencies and providing Quality Customer Service.
- Responsible for test preparations and promoting test preparations through the instruction of technology skills included in adopted assessments (i.e., BIE Summative Assessment, aimsweb plus, and formative assessment.)
- Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).
- Prioritize efforts in reaching; Every Student Succeeds Act (ESSA)
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

ADMINISTRATIVE DUTIES:

- Develops annual budget and submits to the Board for approval; makes recommendations concerning budget items.
- Represents the Board in relations with governmental agencies including the formulation of reports required by same.
- Oversee the preparation of a school board meeting agenda, agenda items, distribution and execute board directives.
- Initiates correspondence concerning school operations and relationships.
- Develop and/or update Board Policy and Procedures when necessary.
- Make recommendations for modification of building facilities, equipment, grounds, etc.
- Oversees construction of new facilities as directed by the Board.
- Prepare or oversees preparation of periodic, required, or special reports relative to school operations.
- Approves all expenditure and provides periodic budget reports to the Board.
- Stays informed on legal issues impacting the school by study, attending meetings, and consulting legal counsel.
- Responsible for security of facilities, accounting and maintaining equipment inventory.
- Responsible for maintaining a safe and orderly environment for students and staff ensures compliance with all appropriate safety rules, regulations, and standards; cooperates with local safety and law enforcement official.
- Works with the Board to continually renew the vision and mission of the school so that the children and parents of the communities are better served.
- Responsible for collaborating and attending meetings with Family Teacher Organizations (FTO).
- Responsible for enforcing school approved discipline plan; Utilize appropriate language, interactions, and positive behavior interventions system (PBIS).
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Always be responsible for the supervision of students.
- Conducts annual employee evaluations.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Serve on school improvement team.
- Be responsible for own involvement as a contributing member involving group decisions and the development of positive, cooperative building environment.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty.
- Provides Quality Customer Service.
- Performs other duties as assigned by the School Board.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____SIGNATURE _____DATE _____

SUPERVISOR PRINT NAME _____SIGNATURE _____DATE _____