

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: PRINCIPAL	EMPLOYMENT: 12 months
CLASSIFICATION: Exempt	CATEGORY: Administrative

GENERAL STATEMENT OF RESPONSIBILITY: The Principal serves as the supervisor, leader, and administrator of the school. The purpose of the position is to promote the educational development of each student. The Principal is responsible for the day-to-day operation of a K-8 P.L. 100-297 tribally controlled grant school.

I. QUALIFICATIONS:

1. Arizona Principal Certification and an Arizona Elementary Certificate are required. Must have masters in elementary education. Must have a minimum of three (3) years of successful full-time teaching experience as a classroom teacher at the elementary level. Previous experience as a Principal preferred.
2. Knowledge and familiarity with Hopi culture/language/people preferred.
3. Must have the ability to interact effectively with subordinates and other professionals. Must be able to establish professional and collegial relationships conducive to the development and implementation of an effective instructional program.
4. Must have valid unrestricted Arizona Driver License and have driving record satisfactory to School's insurance.
5. Successful completion of all interviews, background checks, reference checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
6. Good verbal and written communication skills, ability to communicate with all students, staff, and community.
7. Must have or obtain CPR and First Aid certification.
8. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.

II. DUTIES AND RESPONSIBILITIES:

1. Responsible for the day-to-day operation of the school as the Board has generally directed.
2. Interprets and implements the policy set by the Board.
3. Makes recommendations to the Board regarding mission, policies and procedures.
4. Informs the Board of all vital matters.
5. Keeps informed of developments in state, federal and tribal laws and policy affecting education.
6. Establishes and maintains an effective learning climate in the school that continually focuses on student growth and learning and that provides a quality education to all HBCS students.
7. Plans, organizes, directs, and evaluates the implementation of all school activities.

8. With the assistance of instructional staff, establishes curricular objectives (using AZ state or other applicable academic standards) and develops a plan for the implementation and evaluation of the objectives.
9. Supervises school finances and accounting and ensures all funds are expended per the approved budget and in accordance with school policies, in conjunction with Business Technician.
10. Prepares, understands, submits, and interprets financial operation reports and budgets, with the assistance of the Business Technician.
11. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
12. Maintains active relationships with students, parents, and community members.
13. Budgets school time to provide for the efficient conduct of school instruction and business.
14. Leads the development, determination of appropriateness and monitoring of the instructional program, while encouraging programs to be self-directed and focused on the school's mission.
15. Maintains high standards of student conduct and enforces discipline as necessary and in an equitable manner, accordant to due process rights of students.
16. Attends special events held to recognize student achievement, represents the school in activities involving other entities, and attends school-sponsored activities, functions, and athletic events.
17. Acts as the HBCS ambassador and representative to all federal, state and local agencies.
18. Assumes responsibility for his or her own professional growth and development through self-directed reading and membership and participation in the affairs of state, tribal and private professional organizations and BIE sponsored meetings and trainings.
19. Assists the Board in designing his/her evaluation.
20. Supervises all professional, paraprofessional, administrative and support personnel attached to the school or delegates the responsibility appropriately, including establishing committees, if necessary.
21. Assists the school in the recruiting, screening, hiring, training, assigning, evaluating, developing, and, if necessary, disciplining the school's professional staff.
22. Approves the master teaching schedule and any special assignments.
23. Assists in the evaluation and counseling all staff members regarding their individual and group performance.
24. Makes recommendations regarding the school's organizational chart, pay scales, and position descriptions.
25. Assists with in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
26. Supervises the daily use of the school facilities for both academic and nonacademic purposes, with the assistance of the Maintenance Technician.
27. Assists in the planning of fire drills and other emergency drills as well as the development and refinement of the emergency policy, with the assistance of the Maintenance Technician.
28. Asserts leadership in time of civil disobedience in school in accordance with established Board policy, and anticipates, manages and resolves conflict.
29. Indirectly supervises all activities and programs that are outgrowths of the school's curriculum; and the school's extracurricular programs.
30. Participates in supervisors' meetings and such other meetings as are required or appropriate.
31. Attends all Board meetings.
32. Serves as an ex officio member of all committees, councils within the school and other outside agencies.

33. In coordination with the Board, assumes responsibility for all official school correspondence and news releases.
34. Effectively communicates with the community, including providing updates from the school and promotes community support and involvement within the school.
35. Ensures that all assurances from applicable funding agencies are met as required.
36. Promotes a positive work environment and positive staff morale within the school.
37. Ensures compliance with Cognia accreditation standards.
38. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the PRINCIPAL.
39. Responsible for preparation, writing of all reports, grants required by funding agencies.
40. In conjunction with the Service Support Clerk and Business Technician, ensures that school facility is properly maintained, work orders are timely entered into the MAXIMO system, all EPA and other relevant laws are followed, and all necessary reports are completed.
41. In conjunction with the Service Support Clerk and Business Technician, ensures compliance with the National School Lunch Program, including developing a kitchen budget and completing NSLP claims for reimbursement.
42. Works with the staff and service providers to plan and implement support services for students.
43. Ensure safe and effective transportation for all students in accordance with Motor Vehicle Laws
44. Communicates with school attorney on legal matters when directed by the Board.
45. Complies with school policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
46. Performs other duties as assigned by HBCS Governing Board.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

I. SUPERVISION RECEIVED BY: Governing School Board

II. SUPERVISION GIVEN: Supervises all staff

CERTIFICATION

I received a copy of my position description and carefully reviewed the description of qualifications, duties and responsibilities and certify acceptance of this position description as accurate. 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 Hotevilla Bacavi Community School Board functions for which I am responsible. I understand that the statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of responsibilities, duties and skills that may be required. This position description is subject to review and change. 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 or tribal laws and their implementing regulations, or school policies.

REVIEWED BY: _____
Employee

DATE: _____

REVIEWED BY: _____
Immediate Supervisor

DATE: _____

APPROVED BY: _____
Governing School Board

DATE: _____