



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 07/01/2022

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

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direction of the Governing Board, the Principal serves as the Administrative head of Kin Dah Lichi'I Olta', Inc. (KDLO). The primary responsibility of the Principal is the oversight of daily school operations. The Principal will provide supervision of KDLO staff including directing work, training and coaching, disciplining, and evaluating employee performance. The Principal is also responsible for ensuring the administration of an effective and culturally relevant educational experience and environment for all (KDLO) students, including but not limited to, planning, developing, directing, monitoring, promoting, and evaluating academic programming. The Principal will ensure students attending Kin Dah Lichi'I Olta', Inc. are given instruction which will enhance and foster the students' mental, emotional, physical, and sociological development. The Principal is expected to 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, and to foster a positive learning environment for all Kin Dah Lichi'I Olta, Inc. students.

I. NECESSARY QUALIFICATIONS:

1. Master's Degree in Educational Leadership, Educational Administration or similar program from an accredited institution.
2. Current Arizona Department of Education Principal (Prekindergarten – 12) Certificate.
3. Valid state driver's license.
4. Current CPR/First Aid certification.
5. Minimum of one (1) year successful experience working with P.L. 100-297 grant/community schools.
6. Minimum of three (3) years of verified full-time teaching experience in grades Prekindergarten - 12.
7. Minimum of three (3) years successful experience in school administration.
8. Good verbal and written communication skills, both in Navajo and English.
9. Knowledge and familiarity with the Navajo language, culture, and people.
10. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
11. Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicants last three (3) employment positions or previous five (5) years of employment, whichever is greater.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

II. DUTIES AND RESPONSIBILITIES:

1. Oversee daily school operations and administration.
2. Develop, direct, and supervise all educational programs.
3. Ensure KDLO's compliance with accreditation standards.
4. Develop and improve curriculum and instructional strategies.
5. Plan and facilitate strategic planning and goal setting for KDLO.
6. Monitor, supervise, and exercise oversight over all KDLO academic programs including student enrollment, review of lesson plans, teacher assignments and performance, and proper certification of academic staff.
7. Ensure implementation of annual standardized testing programs and schedules.
8. Prepare collateral material in support of school programs and services.

9. Develop and implement a variety of survey instruments designed to identify strengths/weaknesses of programs and services for KDLO students, parents, staff, and Governing Board members.
10. Attend and participate in Governing Board meetings, in-service trainings and related activities consistent with duties.
11. Work cooperatively with other educational institutions for development and integration of KDLO's programs to ensure student acquisition of personal and educational skills for successful transition.
12. Establish, monitor, and evaluate policies and procedures designed to address behavioral and educational aspects of student life for provision of appropriate environment for learning and integration of social skills.
13. Coordinate with other departments on all student activities and functions.
14. Assist, prepare, monitor, ensure compliance, and maintain annual operating budget.
15. Interpret, prepare, and understand financial operating reports.
16. Manage and review expenditures against budget to ensure adherence with established purposes/requirements.
17. Facilitate applications for educational programming grants.
18. Assist research, identify, and solicit funding from a variety of sources in support of educational programming and services.
19. Prepare a variety of reports and applications for federal/state/agency information.
20. Prepare a variety of reports for review/approval by the Governing Board in support of current, modified, and new programs.
21. Monitor, direct, and supervise the activities of all KDLO departments to ensure operational efficiency.
22. Direct and oversee periodic review of position descriptions and duties for accuracy and necessity.
23. Recruit faculty and staff.
24. Upon receiving and reviewing the Interview Committee's recommendation, the Principal shall submit the Interview Committee's recommendation for hire or report to the Board at the next regular school board meeting.
25. Ensure fair employment opportunities in the selection of employees for hire, training, promotions, awards recognitions, and other career development opportunities.
26. Supervise all KDLO staff.
27. Supervise and evaluate personnel per the KDLO Organizational Chart.
28. Conduct classroom walk-throughs and provide educators feedback regarding preparation and delivery of instructional materials.
29. Facilitate development of staff evaluation and assessment tools.
30. Implement and evaluate performance levels of staff.
31. Identify and implement both formal and informal training programs for ongoing staff development.
32. Participate in a variety of meetings to discuss staff issues/concerns and continuous development of strategies.
33. Provide program information to a variety of inquiries.
34. Develop, implement, and evaluate effectiveness of educational policies/procedures.
35. Monitor health/safety standards for all facilities.
36. Submit recommendations to the Governing Board for review.
37. Ensure maintenance of accurate records and files.
38. Provide appropriate directions and ensure all subordinate personnel comply with all provisions of KDLO's policies and procedures, and with all other duly adopted Governing Board policies, procedures, directives, and manuals.
39. Foster and maintain positive and respectful relationships with the Governing Board, students, parents, staff, and various community and tribal organizations and agencies for the benefit of all students.
40. Utilize positive communication with all stakeholders.
41. Maintain all required licenses and certificate in current status and reports to immediate supervisor in the event any required licenses or certificates lapses, is suspended or revoked.
42. Comply with KDLO's mission, policies, procedures, goals, and objectives, and exercises discretion and sound judgment in matters not covered by policy.
43. Perform other duties as assigned.

III. SUPERVISION:

- This position reports directly to, and is evaluated by, the Governing Board.

- The position provides general oversight of all KDLO employees.

IV. WORKING HOURS:

- The working hours for this position will be in accordance with policies of the Governing Board.

V. EVALUATION:

- In accordance with policies of the Governing Board.

CERTIFICATION:

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Reviewed by: _____ **Date:** _____
Employee

Approved by: _____ **Date:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER:

The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services of Kin Dah Lichi'i Olta', Inc.