

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE: CHIEF SCHOOL ADMINISTRATOR

SCHEDULE TERMS: Twelve Months

SALARY CLASSIFICATION: Administrative – Federal Labor Standards Act Exempt

GENERAL STATEMENT OF 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 in order to insure the academic, personal and social development of students within the school system.

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 the No Child Left Behind Act.
- 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 work 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, to advance the means for improving student achievement;
- Stays informed on educational research, thought, and practices through advanced study, by visiting other schools, and be attending educational conferences and trainings.
- Oversees the Business Office to ensure the effective and efficient operation of school facilities and support services.
- Responsible for maintaining good relationships and communication with parents, staff, community leaders, various community organizations and agencies and provide Quality Customer Service.
- Prioritize efforts in reaching Adequate Yearly Progress.
- Will spend time with MDS students within and outside classroom to reach AYP.

- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better on a monthly basis.

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.
- Oversees the preparation of a school board meeting agenda, agenda items, distribution and executes board directives.
- Initiate’s correspondence concerning school operations and relationships.
- Develop and/or updates Board Policy and Procedures when necessary.
- Makes 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 expenditures 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 an 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.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- Performs other duties as assigned by the Board.

PHYSICAL REQUIREMENTS: None specified.

COMMITMENT AND DEPENDABILITY: Willingness to be an integral member of a successful team; dedication to provide the highest level of service to the School.

EVALVATION PROCEDURE: In accordance with provisions specified in School Board Policy.

SUPERVISION RECEIVED: Moencopi Day School Governing 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 _____

GOVERNING BOARD

PRINT NAME _____

SIGNATURE _____ DATE _____