School Board Approved:\_\_\_\_\_\_\_

Position Title: **Principal**

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Reports to: Isna Wica Owayawa (Loneman) School Board

Length of Assignment: 12 Months

Tour of Duty: 7:30 a.m. to 4:00 p.m., Monday through Friday, except legal discontinuance days as designated on the school calendar and approved by the Isna Wica Owayawa School Board. Tour of duty begins and ends as stated on the contract.

Employment Status: Salary/Exempt

Primary Purpose: The Principal is responsible for providing leadership in developing and maintaining a quality educational program for Isna Wica Owayawa (Loneman School). Will provide leadership and administration and will encourage all instructional and support staff to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

**Duties:**

Duties of this job include, but are not limited to:

1. Provides the professional and instructional leadership for Isna Wica Owayawa (Loneman School), within the parameters of P.L. 100-297, Tribally Controlled Schools Act, South Dakota Department of Education, SD Certification; and in compliance with Oglala Sioux Tribe Ordinances/Resolutions as applicable, and the Isna Wica Owayawa Policies and Procedures Handbook.
2. Provides the School Board with current information in regards to tribal, state and federal regulations.
3. Provides the Board with data for the improvement of the education program.
4. Attends and participates in all School Board meetings.
5. Ensures appropriate staff prepares and distributes, in advance, the agenda for School Board meetings.
6. Provides leadership to the School Board in every effort to clarify school goals and objectives.

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1. Continually evaluating existing programs and practices, curriculum content and supervision of instruction.
2. Provides leadership in establishing and implementing educational goals and objectives for the school.
3. Directs the appropriate staff to complete the South Dakota State accreditation review and AdvancEd reviews. Ensures compliance with deadlines and requirements.
4. Develop relationships with individuals and community groups which foster support for school goals, objectives and programs.
5. Maintain an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students.
6. Maintain a standard of student behavior designed to command respect and minimize school and classroom interruptions.
7. Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with subject specialists and faculty.
8. Provide professional development for all staff focusing in the achievement of the Common Core Content Standards (CCCS).
9. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functions of the entire school consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards; extracurricular activities; discipline systems to ensure a safe and orderly climate; financial management; facilities maintenance; program evaluation; personnel management; office operations; emergency procedures; and community relations.
10. Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district; in accordance with due process and other laws and regulations; ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
11. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions. Ensures a filing system with all required reports regarding violence, vandalism, attendance and discipline matters.
12. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
13. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
14. Organize and nurture an effective leadership team of assistants and supervisors, with clear expectations for role, responsibilities, and performance, holding each individual accountable for the area of assignment.
15. Maintaining effective communication to keep the staff, students and parents properly informed.

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1. Planning and conducting faculty meetings as necessary.
2. Makes recommendations to the School Board concerning the hiring, suspension, termination of personnel, personnel assignments and any other personnel related issues.
3. Prepare a proposed annual calendar for consideration, discussion and the adoption by the school board.
4. Monitors and approves the use of all school facilities and property.
5. Represents the School Board as liaison between the school and the community, and serves as a model for involving parents and the community in the school. This includes an open line of communication with the community on school related activities and issues.
6. Shall adhere to and enforce the policies and procedures outlined in the schools *Personnel Policies and Procedures Handbook* and *Financial Policies and Procedures* as governed by the School Board.
7. Ensures all negotiating processes are in compliance with P.L. 100-297, Grants, P.L. 93-638 Contract and P.L. 101-301.
8. Complies with applicable Federal, State and Bureau rules and regulations.
9. Shall maintain a positive level of attitude and rapport with all personnel and community members.
10. Demonstrate regular attendance and punctuality.
11. Emphasis Lakota Language with all staff and students school wide.

**Qualifications:**

* Hold a South Dakota Administrative Certificate with Principal endorsement.
* Hold a Master’s Degree in Educational Administration from an accredited college or university, with a minimum of 12 sem. hrs. of graduate credit in school administration.
* Have some prior experience in administrative work.
* Demonstrate leadership and organizational skills.
* Demonstrated experience in managing state and federal grants.
* Knowledge of Native American culture or experience teaching Native American children is preferred.
* Must possess/obtain and maintain a legal driver’s license.
* Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting.
* Will participate in Isna Wica Owayawa/Loneman School activities that include the community.