



CHIEF SCHOOL ADMINISTRATOR

Hopi School System

Reports To: Hopi Board of Education

Salary/Hourly Range: DOE

Contract Term: Twelve (12) months

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

The Chief School Administrator (CSA) will serve as the Chief Operating Officer and administrative leader of the Hopi School System, Central Administration Office, and all other offices and departments of the Hopi School System. This position will be overseen by and report directly to the Hopi Board of Education (Board), and will administer the policies and procedures of the Board, and make recommendations to the Board on Board policies and educational programming. The Chief School Administrator must show an exemplary track record in school leadership and possess the skills to establish a culture of high expectations to guide staff and students to success.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Supervises and manages the Central Administration Office staff and assumes oversight responsibility of the Hopi School System, six (6) elementary schools, and the Hopi Junior Senior High School.
- 2) Oversees the administration of all programs of the Hopi School System, ensuring programs achieve the highest levels of service to Hopi School System students and the highest standards of school effectiveness.
- 3) Maintains a strong record of strategic planning, team building, and collaborative leadership.
- 4) Sets direction for parent, student, and community involvement and participation in the development, implementation, and evaluation of programs of the Hopi School System.
- 5) Provides direction for the development, use and evaluation of a Hopi/Tewa culture and language-based curriculum and instructional program for the Hopi School System.
- 6) Oversees the administration of Hopi School System Policies and Procedures and the Hopi Education Code ensuring staff understanding and compliance with the same.
- 7) Reviews local schools' hiring recommendations for school staff and makes recommendations on hiring to the Board.
- 8) Implements, monitors, and evaluates program activities to ensure that the activities are consistent with the Vision, Philosophy, Student Outcomes, and other goals established by the Board and are using resources effectively.
- 9) Assures Hopi School System program compliance with Accreditation and other standards as determined and established by the Board.
- 10) Provides for the direct supervision and evaluation of Hopi School System Principals, Business Manager, and assigned support program supervisors/coordinators/directors of the Hopi School System, provides a copy of each written evaluation to the Board.
- 11) Ensures that all employees are evaluated in accordance with the schedule established by the Board.
- 12) Monitors personnel, program, and student evaluation and assessment activities.
- 13) Reviews, develops, and administers the Hopi School System budgets in consultation with the Principals.
- 14) Provides direction for fiscal operations of the Hopi School System in compliance with fiscal policies and requirements of funding and granting agencies, in consultation with the Business Manager.

- 15) Monitors and assists with acquiring supplemental funding and programs to expand the financial and other resources of the Hopi School System to effectively operate educational programs for Hopi School System students.
- 16) Monitors the receipt, review, and approval by the Board of all financial, student data, and other reports, data transfers, and annual audits to be submitted to BIE, the Hopi Tribe, the public, and any other required entities.
- 17) Reviews and ensures compliance with contracts, budget proposals, and modifications prepared by Human Resources of the Central Administration Office.
- 18) Reports suspected cases of child abuse to the proper authority on the proper forms.
- 19) Prepares an "Annual State of Hopi Education Report" in consultation with pre-schools, local schools, local school boards, Principals, and the Board.
- 20) Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- 21) Keeps the Board informed of the activities operating under the Board's authority and responsibility.
- 22) Provides advisement, information, and recommendations to the Board on employee matters, including disciplinary actions, selection, and termination or non-renewal of employment.
- 23) Conducts duties and responsibilities in accordance with the Board Policies and Procedures, and certified financial accounting and reporting policies and procedures.
- 24) Provides written notice to the Board of any filed or potential litigation, mediation, or arbitration against any entity or employee of the Hopi School System.
- 25) Performs other related duties as assigned or authorized to achieve Hopi School System goals and objectives.

MINIMUM QUALIFICATIONS

Education: Master's Degree or higher in Education Leadership.

Certificate: Valid and Current Arizona State Principal/Superintendent Administrative Certificate or ability to obtain one within ninety (90) calendar days of employment.

Experience: Seven (7) years of successful experience in education with at least five (5) years in a school administrative position, and previous successful experience in serving as a school administrator in a BIE funded school is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of educational program development, program evaluation, fiscal operations, personnel supervision and evaluation, policy and procedure development and administration, staff training and re-training, educational trends and initiatives, long-range educational planning, and additional supportive skills.
- Knowledge of contemporary educational research and methods, instructional uses of technology, and processes and methods for developing school systems.
- Knowledge of best practices in teaching strategies.
- Knowledge of data assessment and disaggregation.
- Knowledge of school "district" rules of conduct and ethics.
- Knowledge of methods to increase parental involvement.
- Skill in visionary leadership and clear and effective verbal and written communication.
- Skill in human and public relations and establishing trusting and respectful relationships with staff, students, and parents.
- Skill in researching, organization, and problem solving.
- Ability to improve student achievement and ability to plan and implement strategies for school improvement.
- Ability to coordinate and handle a variety of administrative functions.
- Ability to maintain strict confidentiality of records.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY REQUIREMENTS

- Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- Must complete and pass pre-employment screening.
- Must be able to pass mandatory and random drug & alcohol screening.
- Must not have any felony convictions.
- Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- Hopi Preference and Indian Preference in employment will be applied following the "Hopi Preference and Indian Preference" policy in Section 1.6 of the Hopi Education Code.

DESIRED REQUIREMENT

Ability to speak and understand the Hopi language and translate Hopi to English and vice-versa.

SALARY

Approved Certified Administrative Salary Schedule – Based on Education and Experience.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodations will be on a case-by-case basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work may at times extend beyond the normal eight (8) hours daily schedule. While performing the duties of this job, the employee is frequently required to stand and talk or hear and to walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs., such as boxes of books and audio visual carts. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT AND PERSONAL CONTACTS

The work is performed in a standard office and school environment. Travel on and off the reservation will also be required. The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with staff, students, parents, Tribal officials, and the public. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.