

Position Description



TITLE: PRINCIPAL

FACTOR 1 – GENERAL DESCRIPTION OF WORK

Nkwusm is a Salish speaking environment, in all activities employee will communicate increasingly in Salish as much as possible. The Principal is a full working level position with significant responsibility providing educational leadership and overall management of Nkwusm Salish Language School. The work includes, but is not limited to the following duties:

JOB GOAL:

Implement and manage the policies, regulations and procedures set by the Board of Advisors to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the Nkwusm School. Set the academic tone and work actively with teachers to develop and maintain high curriculum standards. Establish and implement short and long-term goals and objectives. Provide financial, program and administrative management of the School. Ensure operational stability by refining and enhancing organizational structures, systems and procedures. Implement a comprehensive communications plan with the Development Department to maintain a positive visible profile of the School. Initiate and strengthen relationships with all constituents through a systemic approach designed to build trust in, and long term commitment to, the School and its mission.

PERFORMANCE RESPONSIBILITIES:

1. Administration of school operation:
 - a. Lead the development of school goals and objectives
 - b. Manage, evaluate and supervise effective and clear procedures for the operation and function of the school consistent with the philosophy, mission, values and goals of the school.
 - i. Establish the annual master schedule for instructional programs
 - c. Leadership of school staff:
 - i. Motivate school staff to perform tasks and duties to the best of one's ability
 - ii. Lead the development and implementation of short and long term goals, plans and activities
 - iii. Establish policies and procedures required to achieve goals, plans and activities
 - iv. Visit classrooms regularly
 - v. Observe teaching methods
 - vi. Develop and use clear, objective guidelines for teacher appraisal.
 - vii. Hold all staff accountable for achieving and completing established goals, plans and activities
 - viii. Ensure a professional work environment is maintained
 - ix. Resolve conflicts in a timely manner

- x. Conduct staff meetings to address concerns and maintain open communication
- xi. Implement procedures to safeguard confidential and sensitive information
- d. Curriculum and instructional management:
 - i. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility
 - ii. Ensure that instructional objectives for a given subject and/or classroom are developed, implemented, evaluated, refined and that students are meeting and/or exceeding them
 - iii. Implement review and/or development procedures of the school curriculum and with the involvement of key staff
 - iv. Provide activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program
- e. Monitor and record student's linguistic and educational growth:
 - i. administer student record keeping
 - ii. Review and evaluate school program activities
 - iii. Prepare reports on student attendance and student performance
- f. Financial management:
 - i. Develop and implement financial policies and procedures
 - ii. Allocate resources for school effectiveness and efficiency
 - iii. Develop an annual budget
 - iv. Implement the annual budget
 - v. Monitor monthly income and expenses
 - vi. Ensure contractual obligations are fulfilled
- g. Support the Board of Advisors:
 - i. Provide information, advice and counsel in the creation of policies, programs and strategic direction of the school
 - ii. Support Board activities including meeting schedules, locations and materials
- 2. Public relations:
 - a. Maintain positive public image by attending community and regional events
 - b. Host guests and dignitaries
 - c. Articulate the mission and vision of the school

FACTOR 2 – QUALIFICATIONS:

1. Connection to the Salish community
2. Master's degree in education administration or educational leadership
3. 5 years of administration experience
4. Knowledge of business or nonprofit operations
5. Knowledge of legal and ethical issues related to school operations
6. Knowledge of the principles and techniques of grant administration, contract administration and negotiation, community organization, fiscal and organizational management

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7. Knowledge of relevant software applications
8. Ability to plan, direct and coordinate activities
9. Ability to communicate effectively in both written and oral forms
10. Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, and governmental regulations
11. Ability to write reports, business correspondence, and procedure manuals
12. Ability to efficiently respond to questions from staff and members of the community
13. Ability to effectively present information to the staff, public groups, and the Board of Directors
14. Ability to organize and maintain records relating fund management
15. Ability to define problems, collect data, establish facts, and draw conclusions
16. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables
17. Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies
18. Exhibit good interpersonal skills

FACTOR 3 – DIRECTION RECEIVED

The position functions under the supervision of the Executive Director and under the guidance of the Board of Advisors in implementing policies and has considerable discretion in establishing procedures to perform the work. The position functions independently but keeps the Executive Director informed of major activities, progress and major difficulties.

FACTOR 4 – SUPERVISION EXERCISED

The Principal is responsible for supervision of all school staff. The Incumbent is responsible for ensuring established policy is followed for interviewing, hiring and training of employees. Incumbent supervises planning, assigning and directing of work as well as appraising performance. Incumbent oversees the rewarding and disciplining of employees and addressing complaints and resolving problems.

FACTOR 5 – WORKING RELATIONSHIPS

Relations are typically with NK^wusm staff, students and their families, tribal elders, tribal agencies, federal agencies, state agencies, and the public in general for the purpose of communicating NK^wusm's mission, vision and values. Incumbent must establish and maintain effective working relationships with coworkers, elders and the general public.

FACTOR 6 – WORKING CONDITIONS

The Principal functions in a standard office/school environment with normal effort required. Incumbent is expected to maintain communication access and be available for all manner of public/private interactions with the staff, parents and the public. Incumbent is expected to remain current with professional trends, research and political climate as it may affect the operation and stability of the School. Incumbent is expected to travel and attend relevant events throughout

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the year, attend professional development activities and participate in functions other than a regular scheduled day as necessary to fulfill duties and/or as directed by the Board of Trustees.

FACTOR 7 – EVALUATION

Securing a new contract will be based in part on evaluations. Evaluations will be conducted by the Board of Advisors. Evaluations will be based on the appraisal of activities in Factor 1 and the achievement or progress toward established short- and long-term goals.

By signing, I acknowledge and agree with this description of my work here at NK^wusm.

Employee Signature: _____ Date: _____

Board Chairperson Signature: _____ Date: _____