



Principal 2023-2024 School Year

Position: Principal
Supervisor: Superintendent of Schools
Status: Full-time
Classification: Exempt
Approved by: Human Resources
Location: Our Lady of Lourdes

Vision:

To be a Thriving and Renowned Community of Learners Grounded in Lakǰóta and Catholic Beliefs, Values, and Practices

Mission

To promote a thriving community of learners grounded in Lakǰóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

We Accomplish this by:

- Partnering with families, relatives, and the wider community to strengthen the kinship supporting the college preparatory education of our children.
- Modeling spirituality through prayer, honoring both Lakǰóta and Catholic traditions as beautifully distinctive, both affirming of human dignity and respectful of each other.
- Acknowledging our role in historical colonial practices by creating space for trusted dialogue to promote truth and healing of our past, present, and future.
- Developing students' critical thinking through culturally affirming, rigorous, and meaningful learning steeped in their Lakǰóta identity

Position Summary: The Principals for the Maǰpia Lúta Owáyawa district work with the superintendent and the instructional community to achieve mission objectives. As the primary administrators and instructional leaders of the assigned school, each principal is responsible for hiring, overseeing, and evaluating instructional and support staff in adherence to a quality educational program, managing and planning for safe and efficient day-to-day operations, coordination and administration of tasks to achieve goals set in collaboration with the superintendent, planning for and administration of the school budget, and ensuring that school policies, procedures and mission are upheld in all areas of school management. The School Principal will coordinate administrative oversight and plan all phases of instructional leadership for the school including educational programming, administration, budgetary planning, discipline, and counseling services.

RESPONSIBILITIES AND DUTIES:

Essential Duties:

Instructional Leadership

Set performance expectations based on the Mayḥpyia Lúta Owáyawa Mission, Vision and Strategic Plan:

- Monitor and report teacher performance.
 - Complete a minimum of two walk-throughs weekly.
 - Complete one formal evaluation per year
- Provide instructional and management guidance to teachers.
- Promote culturally responsive instruction and programming.
- Organize and develop professional development opportunities in consultation with the assistant superintendent and all curriculum staff: see MLO [org chart doc](#).
- Provide assistance to teachers working to further their degree and credential

Establish Culture and Climate that promotes Catholic and Lakḥota Values

- Support and promote activities that promote Lakḥota Culture, Language and Values
- Support and promote activities that align with Catholic practices and values
- Communicate Lakḥota Catholic procedures and policies with staff, students and parents.
- Encourage activities to create staff community and create a positive environment that is inclusive of all regardless of spiritual beliefs, race, or gender.

Accreditation

- Ensure that state and Tribal required vaccination records are up to date
- Ensure that birth certificates are on file for all students
- Ensure that IC accurately reflects the students true name, DOB, address and that all contact information is up to date.
- Plan, Oversee and facilitate state and district testing
 - Analysis and share testing data with staff
 - Review curriculum in light of standardized and district test scores.
- Document required site safety drills **each semester**: 2 fire drills, one tornado drill, one lockdown, and one intruder evacuation drill.
- Schedule with the Director of Operations 1 bus evacuation drill per year. (can be done in small groups IE one grade level at a time.)
- Ensure and document progress on strategic plan and accreditation reports

Safety:

- Establish procedures that hold staff accountable for student safety including but not limited to:
 - a. adequate supervision of students at all times
 - b. staff knowledge of policies regarding transportation and one to one interaction with students. IE travel in or lending out a personal vehicle is not allowed, travel in a school vehicle requires two adults present, one to one interaction requires an open door, or another adult present etc.
- Ensure staff is aware of safety/emergency protocols and has access to all documents. Review and update documents monthly via staff meetings.
- Require and assure an annual review of and posting at the door of each classroom and in all offices the **site emergency protocols** during orientation of new and returning staff members.

- Establish perimeter safety: outside doors and accessible windows must be closed and locked at all times. Propping doors open is a serious policy violation.
- Develop and communicate plans for off-site emergency response (IE, field trips and sporting events) Review by email or memo prior to field trips or off-site activities.
 - a. Provide a clear structure for staff regarding whom to contact in emergency situations.
- Support and follow health protocols established by Mayñpyia Lúta Owáyawa and the Tribal Council.
- Document areas of concern, by putting in maintenance requests, and or notifying the superintendent as needed.

Students, Families and Community:

- Established site agreed upon expectations for student behavior that follow policy and promote a positive learning environment for all students.
- Establish procedures for behavior management in the classroom, during unstructured activities, and when on field trips or at school sponsored events.
- Communicate tran
- Report potential concerns regarding policy to the superintendent in a timely manner
- Ensure access to the site handbook for all students and parents or guardians.
- Establish a family friendly environment that includes
 - newsletters, calendars, positive phone interactions with the front office and a willingness to work with parents and guardians in the best interest of their child.
- Make student referrals to outside agencies as appropriate.
- Organize school events and assemblies
- Master of Ceremonies at end of year activities.

Administrative tasks

Staffing:

- Work with the Assistant Superintendent and HR to recruit prospective employees for open positions
- Interview, hire, and onboard school personnel following district hiring protocols found in the Admin shared drive.
- Provide orientation for new faculty
- Update, share, and follow the approved policy manual for your site.
- Sign and monitor appropriate use and documentation of overtime and PTO for site staff
- Supervise and evaluate educational administrative team and staff.
- Monitor and address credentialing needs of staff to meet state requirements
- Oversee day-to-day school operations including but not limited to
 - Master Schedule
 - Weekly Schedules
 - Bell system/schedule
 - Daily announcements
 - Enrollment
 - testing for admission
 - admission decisions
 - transfer records
 - New student registration
 - Bus registration
 - Provide orientation for new students.

Budget:

- Manage school logistics and budgets including planning, documentation and fiscal oversight of the site discretionary budget, fundraising accounts, technology accounts, and any student related accounts.
 - Technology device assignment and collection
 - Fees and dues
 - Fundraisers
 - Tuition fee
 - Business office documentation done via Blackbaud.

Communication

- Send out regular newsletters to staff and parents
- Hold regular staff meetings and send out weekly updates
- Communicate expectations regarding the strategic plan
- Communicate regularly with the superintendent
- Update the site email staff lists yearly.
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- Supervise the library use and communicate needs in cooperation with the ExDuty Library Coordinator program.
- Establish an appreciation program for faculty & staff.
- Convene and chair a Leadership Team.

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B. Chief Physical Plant Manager:

- **Ensure that maintenance is aware of problems with the site building**
- **Notify the Superintendent if maintenance and upkeep is falling behind.**
- Overlook building infrastructure on buildings
- Plan and propose changes and improvements for the building
- Set bell schedule
- End of the year checkout with Faculty
 - collect keys and turn into the director of operations
 - collect all technology devices and turn into the Director of Technology
 - collect summer contact information for staff
- Coordinate the work schedule for the school's two custodians
- Oversee buildings meet safety and sanitary guidelines for schools.

C. Other Administrative & District Responsibilities:

- Communicate regularly with the superintendent of schools
- Member of district administrative team
- Submit as required reports to the education committee of the board of directors
- Other responsibilities as delegated by the superintendent of schools

POSITION SPECIFICATIONS: 12 month position: (6 weeks work from with limited required meetings home mid June to July 31)

A. Qualifications

- Must be highly organized and have proficiency in organizing others.
- SD certification as an administrator or have an MA in administration.
- Work Collaboratively with the School Administrative team and community to achieve mission objectives.

B. Physical requirements: Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—85% of work time, walking—10% of work time, bending at

the waist and lifting less than 5 lbs.—3% of work time, bending at the waist and lifting 5-15 lbs. 2% of work time.

To apply:

Send completed application and resume to

Brenda Bad Heart Bull, Executive Director of Human Resources

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