

JOB ANNOUNCEMENT

TITLE: SUPERINTENDENT
DEPARTMENT: SHOSHONE-BANNOCK SCHOOL DISTRICT #537
SALARY: DOE
OPENS: NOVEMBER 8, 2010
CLOSES: UNTIL FILLED
CAREER STATUS: CONDITIONAL UPON SUCCESSFUL PROBATIONARY
EVALUATION AND BUDGET APPROPRIATIONS

GENERAL PURPOSE:

The School Administrator is responsible for the success of the education of the tribal student body and the delivery of education by teachers and staff as outlined in the School Board policies and Tribal Education Code

SUPERVISION:

The School Administrator under the direct supervision of the Sho-Ban School Board and is responsible for the overall supervision of all Tribal School program services, functions, and of the collective personnel of the Tribal School District

DUTIES AND RESPONSIBILITIES TO THE BOARD OF EDUCATION:

Direct and formulate a plan for achieving the organization's philosophy, mission, strategy, goals, and objectives

Assure the board is fully informed of the progress and condition of the organization, its divisions and all programs

Develop meeting agendas with the Board Chairperson to ensure the opportunity for the board to fulfill all responsibilities effectively

SUPERINTENDENT

Provide full reports for each School Board member prior to each meeting including sufficient and appropriate information to assist in their decision-making in accordance with policy and procedures

Work with the Board Chairperson to ensure effective and efficient board involvement

Attend all meetings of the Board, except when his/her position or salary is being considered

Offer recommendations to the Board on all pertinent matters affecting the Tribal school, students, programs, services, and staff

Recommend policies regarding organization, finance, instruction, facilities, parent involvement, and community relationships

Assure all decisions by the School Board are executed in a timely manner

Other duties and responsibilities as established by the Tribal School Board

EDUCATIONAL RESPONSIBILITIES:

Assure annual accreditation requirements are met and complied with

Ensure the highest quality of education is provided to the students of Sho-Ban school and programs and their interests are protected at all times

Provide for the development, implementation, and evaluation of the instructional programs and services for all teachers and students

Develop short term plans as well as specific practices and procedures assuring the implementation of Tribal School policies & procedures, goals, and objectives

Advocate for the School and School Board including on going and open dialogue with parents and the community

Ensure adequate systems are in place to maintain the highest quality of services to children and families in compliance with Tribal, Federal, and State standards

Establish and maintain relationships and collaboration with systems of higher education, public, and BIA schools and or districts and other community agencies and partners

Is informed of current curricular and educational thoughts, trends, and practices as well as proposed legislation that may impact Tribal Contract Schools under the auspices of the Bureau of Indian Education programs and services

Assure on-going effective communication with staff, students, parents, and community

Assist in the process and development of annual reports to Tribal Government officials, tribal membership, and to the community

SUPERINTENDENT

Assure the recruitment, employment, and retention of proper personnel necessary to conduct the successful operation of Sho-Ban School

Maintain a positive work environment including a cooperative relationship between professional paraprofessionals and staff

Support the development and expansion of language and culture and tradition

Sustain a high level of ethical conduct and professional integrity

Serve as leader and liaison in the continuous improvement of the educational system

FACILITIES RESPONSIBILITIES:

Manage the financial resources of the Sho-Ban School in accordance with Tribal Finance procedures and in accordance with federal agencies and other funding sources. Also is responsible for timely submission of all reports to the appropriate agencies

Prepare, with Tribal Finance, annual operating budget and in-direct cost proposal

Assure approved budget is implemented and in compliance with applicable standards

Monitors financial status

SUPERVISORY RESPONSIBILITIES:

Directly supervise certified school staff, administrative, and all support staff

Carry out supervisory responsibilities in accordance with the Sho-Ban School, Tribal policies, and other applicable laws

Interview and make recommendations for hire to Sho-Ban School Board

Provide scheduled performance appraisals or evaluations

Plan career and performance goals and objectives with all staff

Reward and discipline employees as appropriate

Address employee complaints and resolve problems

Conduct regularly scheduled meetings with teachers, staff, and parents

Conduct effective management meetings encouraging shared governance and responsibility

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QUALIFICATIONS:

Minimum of Master's degree in education administration from an approved institution; must meet all federal, legal, state, and Department of Education requirements for certification and ten years of experience in a BIA or Tribal Contract School

State of Idaho Licensure in Educational Administration or the ability to obtain

Ability to make decisions and handle multiple tasks and deadlines

Possess fiscal Management and budgeting skills

Ability to articulate and formulate well-developed educational philosophy. Demonstrate thorough knowledge of major new developments in education, including evidence as to their effectiveness and drawbacks

Ability to take the initiative and to stimulate others to drive toward educational goals

Possess strong communication skills and a disposition that lends itself to cooperation with professional, non-instructional, and community groups

Experience in the development and/or implementation of best practice for the overall effectiveness of Sho-Ban School

Comfortable with the use of Microsoft Office or similar software, tracking systems, and data bases and Bureau required student information database

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

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Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.

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