



SHIPROCK ASSOCIATED SCHOOLS, INC.

P.O. BOX 1809

SHIPROCK, NM 87420

Phone: (505) 368-2100 | Fax: (505) 368-2076

www.sasischools.net

**Executive Director
Position Description**

Department	Administration	Reports To	SASI Board of Education
Salary Range	Based on appropriate salary schedule	Classification	Certified
		Supervises	SASI Faculty and Staff
Contract Days	260	Effective Date	
Type of Position	Full Time	Revised Date	March 15, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver’s license.

POSITION PURPOSE

This position administers and supervises SASI’s academic programs, residential program, and all support services.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Enforces, complies with and supports all Shiprock Associated School’s policies and procedures.
- Directs, evaluates, and supervises all academic programs and department managers/coordinators.
- Ensures each department contributes to the success of students enrolled.

- Provides leadership to all departments.
- Ensures the School Board is informed through regular monthly meetings and executes all duly authorized Board directives as required.
- Provides monthly reports to the School Board and ensures all managers/coordinators report on each program.
- Works effectively with staff, administrators, community members, and School Board members.
- Represents SASI at conferences and association meetings or appoint a designated representative.
- Serves as the fiscal agent for SASI as required.
- Coordinates the annual review, reauthorizations, and revision of the SASI policies and procedures.
- Works diligently with the Principals of SASI's academic programs in coordinating all educational and student activities.
- Serves as the authorized representative for SASI when working with federal, state, and tribal agencies as appropriate.
- Ensures completion of annual reporting requirements to the Navajo Nation Division of Dine' Education and the Health, Education, and Human Services Committee of the Navajo Nation Council.
- Ensures annual audit is completed as required under the Single Audit Act and reported to the federal agencies and the Navajo Nation.
- Coordinates with Principals to ensure that accurate student records and information is maintained such as: enrollment, academic performance, Individualized Educational Programs (IEP's), student classifications, testing, promotions, and retention.
- Assumes responsibility for administrative oversight of the expenditures, activities, and staffing for each program.
- Ensures that Facilities maintains a safe and secure environment at SASI.
- Ensures compliance with applicable federal regulations and SASI policies relating to the residential program.
- Coordinates and approves staff development activities for all employees.
- Develops the school budget, calendar, and organizational charts.
- Initiates the annual review of salary schedules, staffing requirements, and employee contracts.
- Oversees personnel matters such as employee contracts and salary review as necessary.
- Assumes responsibility for professional growth of employees through on-going trainings, professional development days, licenses, and/or advanced coursework at institutions of higher learning.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Five (5) years of direct work experience.

Education:

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Current New Mexico Educational Administrator Licensure.
- Ability to make strategic decisions, comply with applicable laws, and implement policies as established by the School Board
- Experience in federal education laws applicable to SASI including but not limited to the Tribally Controlled Schools Acts, P.L. 100-297, the Individuals With Disabilities Education Act, P.L. 94-142 as amended, the Every Student Succeeds Act, P.L. 114-95, and also 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Experience with other applicable Navajo Nation, state, and federal laws and regulations relevant to education and administration of tribally controlled schools established under Navajo law and funded by the U.S. Department of the Interior, Bureau of Indian Education, including but not limited to the Navajo Sovereignty in Education Act and the Navajo Preference in Employment Act.
- Proficient with or ability to learn software relevant to education and business office functions as required by applicable federal, Navajo Nation, and state law.
- Must possess strong written and verbal communication skills.
- Ability to lead effectively; facilitate academic achievement by the student body; and work effectively with education and support staff, the school board, communities and families served by SASI, and federal and Navajo Nation governmental bodies and agencies.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.
- Must pass federal background check required per 25 C.F.R. Part 36.
- This position is subject to Navajo preference, although SASI may waive this requirement per 10 N.N.C § 124 (C) for the right candidate.

PREFERRED QUALIFICATIONS

- Bilingual (Diné/English)

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____ **Title:** _____

Approved By: _____ **Title:** _____

ACKNOWLEDGMENT

I have reviewed the content of the Executive Director position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date
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Supervisor (printed name)	Supervisor (signature)	Date