



**SHIPROCK ASSOCIATED SCHOOLS, INC.**

**P.O. BOX 1809**

**SHIPROCK, NM 87420**

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

**www.sasischools.net**

**Northwest High School Principal  
Position Description**

<b>Department</b>	Administration	<b>Reports To</b>	Executive Director
<b>Salary Range</b>	Based on appropriate salary range	<b>Classification</b>	Certified
<b>Contract Days</b>	240	<b>Supervises</b>	
<b>Type of Position</b>	Full Time	<b>Effective Date</b>	
		<b>Revised Date</b>	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 leads an exceptional high school and middle school program that focuses on academic achievement and student success.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Complies with and supports all Shiprock Associated School’s policies and procedures.
- Integrates the school philosophy, vision, and mission statements into area of work.
- Works effectively with staff, administrators, community members, and SASI School Board members.
- Attends all required trainings and association meetings or appoint a designated

- representative.
- Coordinates with appropriate personnel in the following areas: PL 95-561, PL 100-297, IDEA, headcount activities, curriculum and implementation.
  - Coordinates with personnel to ensure that accurate student records and information are maintained such as: enrollment, academic performance, Individualized Educational Programs (IEP's), student classifications, testing, promotions, and retention.
  - Coordinates with other SASI administrators on assessing the needs of the program in regard to budgets, personnel, curriculum, equipment, supplies, facilities, and the COGNIA process.
  - Ensures the Parent Advisory Committees (PAC) is provided with all necessary budgets, activities, and informed of student related issues.
  - Monitor the NASIS data base on a daily bases; attendance, student enrollment, verifying a student, demographic of student, scheduling, and to input any necessary information that needs to be complete.
  - Coordinates with staff and provides input for SASI's Policies and Procedures and Elementary School Handbook.
  - Assists in the development of the school calendar and responsible for ensuring Student Handbooks and Elementary Calendar are updated.
  - Evaluates staff on performance and conducts regular staff meetings to ensure alignment.
  - Oversees the Academic Program to ensure the implementation of Common Core Standards and responsible for overall improvements in student test scores.
  - Assists with the Special Education Coordinator and Executive Director to ensure Special Education Services are meeting IEPs and supports students' needs.
  - Provides a safe and clean work environment with the assistance of Facilities.
  - Submits required written reports to the School Board.
  - Assumes responsibility for professional growth 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:**

Two (2) years of direct work experience.

### **Education:**

Master's Degree in Administration, Education, or a closely related field.

### **Mandatory Knowledge, Skills, Abilities and Other Qualifications:**

- Excellent customer service and interpersonal relationship skills.
- Valid State of New Mexico Administrator Licensure.
- Knowledge of the COGNIA process and criteria.

- Knowledge of grant school operations on the Administrative level and CFR's in relation to Federal funding and regulations.
- Understanding of State, Federal and Tribal educational regulations.
- Experience working with Native American students and familiar with Navajo culture and heritage.
- Ability to identify and locate resources to support student needs and goals.
- Skilled in the use of computers and software relative to education and student records, including Microsoft Office Suite.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

### **PREFERRED QUALIFICATIONS**

- Three (3) years of experience in a school administrative position
- 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 Northwest High School Principal 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