



DZÍŁ DÍT Ł'OOÍ SCHOOL OF EMPOWERMENT, ACTION AND PERSEVERANCE (DEAP)

Empowering students and communities through education, culture, wellness and service

PO BOX 156 Navajo, NM 87328 • (505)488-3170 • deapschool.org

Job Description *Head Administrator /Principal*

School Summary

Dził Dít Ł'ooí School of Empowerment, Action and Perseverance (DEAP) is a free public New Mexico charter school serving the community of Navajo, NM and surrounding areas. DEAP will open in the fall of 2015 serving grades 6th and 7th. DEAP will add a grade each year until it is a full functioning grade 6-12 school. DEAP seeks to offer a rigorous and relevant learning experience to all students. Our four focus areas include service learning for community action & leadership, experiential learning in agriculture education, Diné empowerment through cultural revitalization & relevancy, and wellness & perseverance philosophy. By the end of the DEAP experience students will have a strong skill set and support network to achieve their goals.

Position Summary

The principal serves as the primary leader and manager of programs, staff and students. Knowledge of school leadership theory; experience as a principal, an assistant principal and 6-12 teacher; school safety; student discipline; data analysis, long term strategic planning and systems thinking as it relates to curricular development, finance, community engagement and charter school development; budgetary oversight and planning; knowledge of local, state and federal school policy and procedures; knowledge of Navajo language and culture; knowledge of reading strategies and interventions; supervision and evaluation of school personnel; knowledge and experience with NMPED Accountability and Accreditation Process, experience working with boards, parents and various community organizations; mediation and conflict resolution skills.

Qualifications, Competencies and Strengths

The Head Administrator will have an educational philosophy that aligns with the school vision and mission with a deep understanding of the Navajo language and culture as well as the knowledge and skills required to develop a high performing charter school.

- New Mexico Administrative License (3B)
- Administrative experience in an educational setting with demonstrated leadership qualities
- Ability to facilitate positive and productive collaborations and to manage a high performing team
- Highly organized, effective communicator, strong interpersonal skills
- Takes responsibility for the academic success of all school programs

- Ensures that the school is in compliance with all applicable governmental laws and regulations and adheres to board adopted policies
- Willingness and ability to foster and develop formal and informal partnerships with a wide range of groups and organizations including: staff, parents/families, community leaders, community-based/grassroots organizations
- Understanding of the distinction of roles and responsibilities of governance vs management in a charter school setting

Duties and Responsibilities

- Interacts effectively with students, staff, parents and the overall school community
- Provides a safe and effective learning environment for students, staff and overall school community
- Provides instructional leadership among teachers and other staff to address curriculum development and instruction in the classroom and other learning environments
- Ability to conduct objective classroom observations and provide actionable feedback to teachers
- Hires, evaluates and terminates charter school staff members as appropriate
- Contributes to the creation of the school budget and ensures the charter school follows all fiscal policies and procedures
- Plans and implement school wide Educational Plan for Student Success aligned with overall school goals, mission, and vision including specific assessment and evaluation components.

1. Responsibilities to the Governing Board:

- Reports to the Board and attends all Board meetings and functions
- Keeps the Board President informed of all aspects of school operations
- Brings to the Board's attention issues that may require Board action or Board education
- Communicates all Board policies and changes to the teaching staff and non-teaching staff (and to parents and other partners when appropriate)
- Serves as a resource for the Board in developing new policies and initiatives
- Serves as a resource for the Treasurer and the Board on financial matters
- Serves as a resource to the Secretary in the development and maintenance of board documents, including minutes, in compliance with the Open Meetings Act

2. Personnel Responsibilities

- Hires his or her own staff with feedback from a committee formed by the Board, parents, and already hired
- Evaluates the performance of all staff, ensures observation and evaluation of teaching staff is objective and in accordance with state requirements
- Where necessary, counsels and advises school employees
- Reviews and updates job descriptions, oversees and coordinates continuing professional growth of staff
- Terminates staff when appropriate ensuring proper protocol and documentation

3. Instructional Leadership Responsibilities

- Provide leadership in the ongoing development, improvement and evaluation of curriculum, instruction and student performance data
- Develops staff development programming
- Schedules and administers all student assessments
- Tracks and communicates student academic performance to the board, authorizer and the PED, developing reports as required
- Supports the overall school improvement process through the analysis of student data
- Support the implementation of Response to Intervention and monitors its continued implementation
- Administers policies dealing with discipline, conduct and attendance

4. Public Relations Responsibilities

- Serves as the spokesperson for the school
- Maintains constructive liaisons with other educational institutions and associations
- Facilitates communication among all of the schools constituents and encourages their participation in school activities and events
- Represents DEAP in the community at large
- Facilitation of staff and community meetings that provide guidance to the educational community while allowing for community input and consultation

4. Professional Development /Personal Growth Expectations

- Keeps current with educational literature, ideas and practices as well as charter school management practices
- Cooperates with governing council to undergo a performance evaluation, develop and meet the goals of an individualized professional development plan
- Attends professional development activities designed to enhance and/or strengthen knowledge and skills that promote student learning and the operation of a charter school

Compensation

\$60,000 to \$65,000 depending on experience. Comprehensive benefits package included.

Interested candidates should submit a resume with 3 references and letter of interest addressing the following required questions:

- **What is your education philosophy as it relates to community empowerment?**
- **What is your vision for school reform and innovation in education?**

All documents can be sent to kdbegay@deapschool.org or to DEAP's mailing address. Please include "DEAP Principal" in subject line.

DEAP is an equal opportunity employer. It is the policy of DEAP to seek and employ the best and most qualified personnel. We strongly encourage members of the Diné Nation to apply.