



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 055-19**

**OPENING DATE: 03/11/2019**

**CLOSING DATE: 04/10/2019**

**POSTED: IN & OUT**

**POSITION:** Principal/EPA  
**PAY GRADE:** E11 (\$32.09/HR. to \$39.31/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Isleta Elementary School  
**REPORTS TO:** Isleta Elementary Governing Board  
**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:**

Responsible for the administration of the Isleta Elementary School. Acts in accordance with the policies, rules and regulations established by the Isleta Elementary (IES) Governing Board, and the Pueblo of Isleta (POI) policies and procedures.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

1. Is the professional adviser to the IES Governing Board and Tribal Council in the formulation of policies for the Isleta Elementary School and executes the policies adopted by the IES Governing Board. Makes rules and procedures to govern routine matters for school operation.
2. Ensure that all goals set forth by the IES Governing Board and Tribal Council are achieved and established within Operation Plan.
3. Attends all Board and committee meetings.
4. Establishes both short and long term goals for the IES. Fosters new ideas, acts as a catalyst for change and innovative thinking and accepts accountability for the overall effectiveness.
5. Establishes and maintains an organizational system with clearly defined lines of authority and responsibility for all school staff and is responsible for the proper administration of the school within this framework.
6. Determines the implementation of Administrative Leave Days that are granted by the Pueblo of Isleta Governor, subject to POI Policy 223 D. as amended.
7. Establishes a procedure for in climate weather days.

8. Makes recommendations to the IES Governing Board on all phases of school operation. Responsible for preparing and submitting annual academic and financial reports to the Bureau of Indian Education (BIE) through the Governing Board and Tribal council.
9. Keeps the IES Governing Board and Tribal Council informed of the school's progress toward achieving its goals and objectives.
10. Prepares and administers the IES budget. Budget information is prepared for presentation to the IES Board and Tribal Council.
11. Writes proposals and grants to secure funding or refunding for continuation and expansion of program services.
12. Makes recommendations regarding the employment and promotion of all school personnel.
13. Ensures that the school maintains positive school community relations. Serves as an advocate for students and their educational programs.
14. Ensure the school maintains the highest academic level possible for the students.
15. Prepares or has prepared for approval, the content of each course of study in the IES curriculum and keeps the IES Governing Board apprised of the curriculum and of any major changes therein.
16. Ensures that policies and procedures are established for student's rights, responsibilities and discipline.
17. Ensures that policies and procedures are established for the health, nutrition, and safety standards for classrooms, play areas, food services, transportation services and general facilities to meet federal guidelines.
18. Assumes responsibility for the implementation and observance of all Isleta Elementary Board policies by the school's staff and students.
19. Supervises the school's educational program. Leads in the development and monitoring of the instructional program and teaching process. Ensures that school curriculum and educational programs are culturally relevant and appropriate to the students served.
20. Programs classes within established guides to meet student needs. Assists in the development, revisions, and evaluation of the curriculum.
21. Supervises the guidance program to enhance individual student education and development.
22. Ensures testing and counseling activities are integrated in the education program.
23. Supervises the maintenance of accurate records on the progress and attendance of students.
24. Administers the requirements of "No Child Left Behind Act of 2001".
25. Administers the requirements of the Individuals with Disability Education Act (IDEA).
26. Frequently meets with parents to discuss school and student problems/concerns.
27. Makes arrangements for special conferences between parents and teachers.
28. Supervises and evaluates the school's extracurricular program.
29. Actively participates and encourages staff participation in parent-teacher and other community groups, as a means of developing understanding, cooperation and respect to school objectives and goals.
30. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
31. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
32. Plans and supervises fire drills as part of an emergency preparedness program.
33. Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

Ensures that positive personnel practices are carried out within the school. Is responsible for the recruitment, selection and assignment of all employees needed by the school. Evaluates immediate staff and reviews evaluations of school personnel. Addresses performance problems. Hears and resolves group grievances of employee complaints.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

1. Master's or Ph.D. Degree in Education.
2. Six years of experience in education, with a minimum of three years in an administrative position.
3. 4-5 years teaching experience and/or a minimum of two (2) years' experience as a Principal or Assistant Principal.
4. Must hold Education Administration Certification License with the State of New Mexico as may be amended.
5. Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
6. Must be able to pass a background check with NO prior convictions of any felonies.
7. Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

1. Knowledge of the New Mexico Common Core State Standards.
2. Knowledge of the Bureau of Indian Education System.
3. Knowledge of Compulsory Attendance Laws as applicable.
4. Knowledge of Family Educational Rights & Privacy Act (FERPA).
5. Knowledge of Partnership for Assessment of Readiness for College and Careers (PARCC).
6. Knowledge of the No Child Left Behind Act of 2001.
7. Knowledge of PL 100-297 Tribally Controlled Grant School Act.
8. Knowledge of PL 108-446 – Individuals with Disability Education Act (IDEA).
9. Knowledge of basic fiscal management principles. Ability to prepare and monitor budget.
10. Strong background in school administration, leadership, school finance, administration of federal programs.
11. Must possess a high degree of professional judgment, tact and resourcefulness.
12. Ability to supervise, lead and provide guidance to school personnel.
13. Ability to inspire and foster team commitment, spirit, pride and trust.
14. Ability to establish and maintain effective working relationships with parents, Governing Board members, Tribal officials, and the general public.
15. Ability to make clear and convincing oral presentations; and to write in a clear concise and organized manner.
16. Ability to lead, organize and plan comprehensive school reform efforts.
17. Ability to coordinate activities with other POI tribal programs; i.e., planning supervising fire drills, disaster drills.
18. Possess the ability to work with Tribal Government and Tribal Departments.
19. Ability to work in a challenging environment.
20. Ability to speak the Tiwa language preferred.

**PHYSICAL DEMANDS:**

1. Talk, hear, sit, stand, walk; use hands to handle objects, equipment, controls and reach with arms and hands.
2. Some lifting of 25-30 pounds.

**WORK ENVIRONMENT**

1. Work is performed in a typical interior/office environment.
2. Noise level is minimal.
3. Evening and weekend work may be required.
4. Travel is required.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.