

# Principal

## Be Part of Us!

- **United Auburn Indian Community (UAIC)** has an opening for a **Principal**
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC -- We provide **fifteen (15) paid holidays and over six (6) weeks accrued PTO in your first year.**
- **Complimentary, on-site lunch provided.**
- The starting annual salary for the position **\$167,746.17**

## Position Summary

Under general supervision of the Tribal Administrator, the Principal is responsible for the planning, organization, and direction of the instructional programs, operations, and staff for the United Auburn Indian Community's Pre-K-8 School. The Principal implements the School's mission, vision, values, goals, and programs, assuring a safe and positive learning environment for students and staff.

## Job Functions

### Essential Functions

- Builds and maintains a school culture of open, effective communication, and participation in decision-making among staff, students, parents, United Auburn Indian Community (UAIC), Tribal Council, Education Committee, and the Tribal Administrator, and other appropriate stakeholders.
- Provides leadership and support, coordinates, articulates, evaluates, and supervises curriculum and instructional programs for the school.
- Establishes and maintains high standards of performance in the implementation of the approved instructional programs in all assigned schools and evaluates effectiveness of results.
- Provides monthly updates to the Education Committee, Tribal Administrator, and Tribal Council on education programs, financial data, employee, and student issues.
- Creates operating budget maintaining perspective over expenses and funding sources, as needed.
- Secures at appropriate intervals adequate and objective evaluations of the progress of all students in meeting the learning requirements established in the instructional programs including STAR, API rankings, semester grades, and other criteria.

- Provides supervision of specialized programs in areas such as curriculum and instruction, Independent Study, Special Education, and other related areas. This position will work with UAIC, Tribal Council and Tribal Administrator to ensure that these programs are implemented appropriately.
- Assesses, in collaboration with staff, parents, and students, the staff development needs in curriculum and instruction and assists in development, implementation, and evaluation of lesson plans and such programs.
- Develops ongoing staff professional development planning and aligns each with UAIC goals.
- Supervises, and evaluates the performance of direct reports, and coordinates, supports, and reviews the evaluation of all school staff.
- Designates the supervision of work performed by the classified personnel in the school, and ensures that the UAIC, employee evaluation process is observed.
- Prepares or supervises the preparation of such other reports as are required or requested.
- Serves as a liaison with the regional and local school community.
- Coordinates facility operations and utilization of the school and surrounding area.
- Manages the school site budget; participates in the formulation of the greater UAIC Education Department budget.
- Adopts and commits to adherence to the California Professional Standards for Educational Leaders (CSPEL) as amended from time to time.
- Oversees and participates with the WASC Leadership Committee to ensure continuity of school growth and accreditation.
- Supports and remains accessible and responsive to Tribal Members and Parents regarding any questions or concerns while working with Members to create educational programs and goals.
- Ensures implementation of site wide usage manuals, discipline guidelines, Tribal school handbook, and other policies and procedures as needed.
- Enforces discipline policies and procedures.
- Fosters and maintains close collaboration with other UAIC departments –HR, Operations, Purchasing, Facilities & Maintenance, Food & Beverage, Accounting, Community Services and Preservation with emphasis upon development of cross-departmental programs.

#### Non-essential Functions

- Performs other duties as assigned.

#### **Knowledge, Skills, and Abilities**

##### Knowledge

- Comprehensive knowledge of school organization, activities, goals, and objectives.
- Knowledge of state and federal school-related legal requirements with the ability to adapt to and administer tribal legal requirements.
- Knowledge of state and local curriculum requirements.
- Knowledge of budget preparation and control principles.

- Knowledge of child development principles, theories, and practices.
- Knowledge of educational principles guiding elementary instruction.
- Knowledge of different types of learning styles, and disabilities and the appropriate related interventions and services.
- Knowledge of the scope and sequence for learning goals for specific grades as well as across the grades.
- Knowledge of laws governing education services for public schools.
- Advanced knowledge of multi-subjects including mathematics, grammar, spelling, language and reading.
- Advanced knowledge of proper English language usage, grammar, spelling, punctuation, vocabulary, and handwriting.
- Knowledge of educational programs and outreach programs in the surrounding area.
- Excellent knowledge of MS Office applications.
- Knowledge of G Suite.
- Knowledge of Alma, student information system (SIS)

#### Skills

- Excellent leadership skills, including goal setting, motivating, and teambuilding.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Well-organized, able to manage multiple projects simultaneously.
- Effective presentation skills
- Active listening skills
- Acute attention to detail
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical and problem-solving skills
- Calm, friendly, and reliable temperament.
- Creative thinking
- Patience and compassion
- Proactive, forward thinking

#### Abilities

- Ability to speak and write effectively.
- Ability to exercise interpersonal skills using tact, patience and courtesy.
- Ability to administer student discipline in an effective and healthy manner.
- Ability to establish, coordinate and maintain communication with student and parent groups.
- Ability to analyze complex and sensitive situations accurately and adopt an effective course of action to reach resolutions.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to adapt to the various needs of the children.
- Ability to interact with children.
- Ability to work independently and use good judgment.
- Ability to maintain safe, secure and healthy environment for children.
- Ability to work effectively with a wide range of constituencies in a diverse community.

- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing
- Ability to develop and implement new strategies and procedures.
- Ability to work under pressure.
- Ability to maintain strict confidentiality in all matters pertaining to students, parents, staff and program.
- Ability to work effectively with frequent interruptions.
- Ability to clear all necessary background checks.

## **Qualifications**

### Minimum requirements

- Master's Degree
- California Teaching Credential
- Administrative Credential
- Five years of classroom teaching experience
- Seven years in an educational leadership position

### Preferred qualifications:

- Direct experience working with Native American children or adults, or a background in the philosophy regarding the education and health of Native American children and adults.