

**PASCHAL SHERMAN INDIAN SCHOOL  
169 North End Omak Lake Road  
Omak, Washington 98841  
(509) 422-7590  
FAX: (509) 422-7539**

**JOB ANNOUNCEMENT**

**POSITION: Substitute Principal (2 or 3 days per week)**

**SALARY: D.O.E.**

**LOCATION: Paschal Sherman Indian School**

**REQUIREMENTS: Maintains current State of Washington professional certification as School Principal. Master's Degree in Educational Administration or related field, training or experience in multicultural issues and school improvement processes, and successful, extensive teaching. Demonstrated skills and success in the following areas:**

- \*Data Analysis**
- \*Native Star (Indistar)**
- \*Washington State Learning Standards**
- \*Standard-Based Grading**
- \*Positive Behavior Intervention Support (PBIS)**
- \*Professional Learning Communities (PLC's)**
- \*Marzano Instructional Framework**
- \*Teacher Principal Evaluation Project (TPEP)**

**Must possess a current valid Washington State Driver's License, eligible for a Tribal License, and Tribe's Vehicle insurance. These conditions must be maintained throughout the term of employment.**

**Receive clearance from Washington State Patrol, Federal Bureau of Investigation and Colville Tribes Criminal History Background Checks. These clearances must be maintained through the term of employment.**

**Submit to post-accident and reasonable suspicion drug testing.**

**Current First Aid/CPR Card.**

**CLOSING DATE: November 30, 2017 4:00 P.M.**

**APPLICATIONS: Paschal Sherman Indian School  
169 North Omak Lake Road  
Omak, Washington 98841  
(509) 422-7582  
FAX:(509) 422-7539**

**Applications at Paschal Sherman web site: [www.psischiefs.org](http://www.psischiefs.org)**

**PASCHAL SHERMAN INDIAN SCHOOL IS A TRIBAL & INDIAN PREFERENCE  
EMPLOYER.**

**PASCHAL SHERMAN INDIAN SCHOOL  
JOB DESCRIPTION**

**1. TITLE OF POSITION: Principal**

**2. QUALIFICATIONS:**

- A. Maintains current State of Washington professional certification as School Principal.
- B. Master's Degree in Educational Administration or related field.
- C. Training or experience in multicultural issues and school improvement processes.
- D. Successful, extensive, teaching.
- E. Demonstrated skills and success in the following areas:
  - Data Analysis
  - Native Star (Indistar)
  - Washington State Learning Standards
  - Standard-Based Grading
  - Positive Behavior Intervention Support (PBIS)
  - Professional Learning Communities (PLC's)
  - Marzano Instructional Framework
  - Teacher Principal Evaluation Project (TPEP)
- F. Must possess or obtain a current valid Washington State Driver's License, eligible for a Tribal License, and Tribe's Vehicle Insurance. These conditions must be maintained throughout the term of employment.
- G. Receive a clearance from The Washington State Patrol, Federal Bureau of Investigation, and Colville Tribe Criminal History Background Checks. These clearances must be maintained though to term of employment.
- H. Submit to post-accident and reasonable suspicion drug testing.
- I. Current First Aid/CPR Card.

**3. SUPERVISOR: Superintendent**

**4. SUPERVISES: Academic Program Staff, Special Education Program, Program, Kitchen Department, Jesuit Volunteers.**

**5. JOB GOAL & PERFORMANCE CAPABILITIES'**

**I. Education Leadership**

- A. Understands and keeps informed regarding all aspects of the instructional program. Is the educational leader involved in improvement of instruction and the improvement of curriculum. Maintain a sound philosophy of educational needs of the students at their level of assignment or program.
- B. Participates with staff, board and community in studying and developing educational program improvement.
- C. Organizes a planned program of program evaluation and improvement.
- D. Provides democratic procedures in curriculum work, utilizing the abilities and talents of teachers, specialists, staff and community specialists.

**II. Staff and Personnel Relationships**

- I. Develops and executes sound personnel procedures and practices.
- J. Develops good staff morale and loyalty to the school.
- K. Treats all personnel fairly without favoritism or discrimination, while insisting on performance of duties.
- L. Appropriately delegates authority and responsibility to staff members and hold these members responsible to perform.
- M. Helps recruit and assign or reassign the best available personnel.
- N. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.
- O. Evaluates performance of staff members, giving written commendation for good work as well as constructive suggestions for improvement.
- P. Is a contributing member of the administrative team.

### **III. Community Relationships**

- A. Gains respect and support of the community on the conduct of the total school program.
- B. Solicits and gives attention to problems and opinions of all groups and individuals.
- C. Develops friendly and cooperative relationships with news media.
- D. Participates actively in community life and affairs.
- E. Works toward a status as a community Leader in public education
- F. Works effectively with public and private groups.
- G. Has effective community informational program.

### **IV. Relationship with the Superintendent**

- A. Keeps the Superintendent informed on issues, needs and operation of the building or program assigned.
- B. Offers professional advice to the Superintendent on items requiring Administrative or Board action, with appropriate recommendations based on thorough study and analysis.
- C. Executes the intent of administrative and Board policy and directives.
- D. Seeks and accepts constructive criticism of work.
- E. Supports board and administrative policy and actions, and reflects
- F. Turns in, on or before the date required, all projects, assignments
- G. When making presentations to the Board and/or the administration, it is done in a thorough, concise and understanding manner.

### **V. Personal Qualities:**

- A. Defends principle and conviction in the face of pressure and partisan influence.
- B. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.

- C. Devotes more than adequate time and energy to the job to provide high quality performance.
- D. Exercises good judgment in arriving at decisions.
- E. Maintains a sense of humor.
- F. Maintains self-control.
- G. Has a positive attitude.
- H. Works effectively with public and private groups.
- I. Has effective community informational program.

**IV. Relationship with the Superintendent**

- H. Keeps the Superintendent informed on issues, needs and operation of the building or program assigned.
- I. Offers professional advice to the Superintendent on items requiring Administrative or Board action, with appropriate recommendations based on thorough study and analysis.
- J. Executes the intent of administrative and Board policy and directives.
- K. Seeks and accepts constructive criticism of work.
- L. Supports board and administrative policy and actions, and reflects
- M. Turns in, on or before the date required, all projects, assignments
- N. When making presentations to the Board and/or the administration, it is done in a thorough, concise and understanding manner.

**V. Personal Qualities:**

- H. Defends principle and conviction in the face of pressure and partisan influence.
- I. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- J. Devotes more than adequate time and energy to the job to provide high quality performance.

- K. Exercises good judgment in arriving at decisions.
- L. Maintains a sense of humor, self-control, and a positive attitude.

**VI. Care of Buildings, Finance, Etc.:**

- A. Keeps informed on needs of the school program:
  - 1. Grounds
  - 2. Buildings
  - 3. Equipment
  - 4. Supplies
- B. Supervises operations, insisting on safe competent and efficient performance.
- C. Determines that funds are spent wisely, with adequate control and accounting.
- D. Evaluates financial needs and makes recommendations for adequate financing.

**VII. Primary Responsibilities:**

- A. Act as instructional leader for the school and facilitates PLC's.
- B. Collect, analyze and use data regarding instructional effectiveness to maintain and improve the quality of education.
- C. Forecast the needs of the school and facilitate the development and implementation of school goals.
- D. Supervise school personnel for the purpose of monitoring performance, providing for professional growth, evaluation, and achieving overall objectives of School's curriculum using the Marzano Instructional Framework.
- E. Facilitate the development and management of the instructional programs, support services and additional activities which advocate success for all students.
- F. Promote an environment that fosters high expectations, performance, respect and dignity for all students and staff.

- G. Organize a planned curriculum for the purpose of meeting the requirements of the State of Washington and the Paschal Sherman Board of Education as established by policies, regulations and administrative directives.
- H. Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- I. Oversee budgets, programs, schedules, etc. for the purpose of ensuring that outcomes achieve school, district and/or state objectives.
- J. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

5. **TERMS OF EMPLOYMENT:** According to PSIS/CCT Policies and Procedures.

6. **EVALUATION:**

Once per year, except new staff shall be evaluated within 90 calendar days after commencement of employment and again in March. Evaluations will be no later than March 30.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_