



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: School Superintendent
SALARY: \$ DOE
REPORTS TO: PSIS Board of Directors
LOCATION: Paschal Sherman Indian School; Omak, Washington

BASIC FUNCTIONS: This position is Exempt; this position is the Chief Executive Officer of the school system and is subject to the policies adopted by the PSIS Board of Directors, CCT Plan of Operations, WA State, Federal government. Responsibilities include all phases of a residential school. School Administration, instructional programs, residential program, personnel leadership, business and fiscal operations, transportation, record keeping and reporting, community relations, and facility management.

MINIMUM QUALIFICATIONS:

Education and Training:

- Master's Degree in Education and School Administration or closely related field **and** five (5) continuous years of school superintendent responsibilities to include Budget and Finance.
- Three (3) years School Principle experience with direct responsibility for building staff and student discipline.
- Current WA State Continuing Administrative Certificate with Principal and Superintendent Endorsement.

Knowledge, Skills, and Abilities:

- Knowledge and experience working with Native American Children and Native Culture.
- Knowledge and experience with Fiscal/Budgets.
- Knowledge of Federal, State School Laws with the ability to implement.
- Must have leadership experience.
- Must be trustworthy with High Moral Standards.
- Must be able to adhere to confidentiality
- Must be able to pass extensive background clearances and maintain throughout employment.
- Ability to obtain a 1st aid /CPR card within 30 days of hire.
- Ability to possess and maintain a Washington Drivers license and be eligible for the Tribes Insurance.

NOTE: Safety Sensitive position. Pursuant to Tribal Policy, this position is subject to pre-employment, reasonable suspicion and post-accident drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

CLOSING DATE: This position is open till filled. Applications and supporting documents **MUST** be received in the Human Resources Office.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office, P. O. Box 150, Nespelem, WA 99155, (509) 634-2842,
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Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment