

Window Rock Unified School District No. 8
Position Description

Position Title	Principal – Tsehootsoi Dine' Bi'olta
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Date Revised May 2005
Status Certified
Salary Level Administrative Salary Schedule
Work Year 12 months

Qualifications

- Master's degree from an accredited college or university
- Arizona Teaching Certificate
- Administrative certificate from the Arizona Department of Education
- Approved Qualified Evaluator
- Minimum of (3) years successful Diné (Navajo) teaching experience
- Possesses a Bilingual Endorsement in Navajo language
- Ability to read, write and speak Navajo & English fluently
- Such alternatives to the above qualifications as the governing board may deem appropriate

Job Goal To provide support for continuous student learning and achievement through research based and data driven decision making practices as supported by the district mission and vision and “Embracing change for student learning” and WRUSD Reform initiatives.

Essential Duties

- Establishes and maintains an effective learning climate in the school.
- Schedules classes within established guidelines to meet students' cultural and linguistic needs.
- Establishes guidelines for proper conduct and maintaining student discipline.
- Supervises the schools teaching process.
- Plans, organizes and directs implementation of all school activities with the assistance and coordination of the Dean of Instruction.
- Establishes and maintains a favorable relationship with local community groups and individuals in order to foster understanding and in order to solve problems.
- Orients newly assigned staff members and assists in their development as appropriate.
- Coordinates or supervises such support services as security, food services, library/parent center activities, maintenance, chemical awareness, custodial services, etc.
- Evaluates and counsels certified and classified staff members.
- Coordinates and supervises special education and other services within the school.
- Assists in the recruitment, screening and selection of school staff.
- Supervises the preparation of reports, records, lists and other paperwork required for the administration of the school.
- Prepares and submits the school's budgeting requests and monitors expenditures of funds.
- Establishes an in-service program to meet the individual as well as group needs of building faculty and staff.
- Responsible for inventory control of all individuals under his/her supervision.
- Communicates with parents and school counselors in the interest of each student.

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- Maintains confidential student records.
- Adheres to the mandates of State, Federal and the Navajo Nation Laws as well as established district policies.
- Performs other work duties as assigned.

Certificates/Licenses Valid Arizona Drivers License
Valid Fingerprint Clearance Card

Physical Effort Physically comfortable, normal office work
Working Environment Normal office conditions

Supervision Given All Building staff
Supervision Received Superintendent & Diné Language Culture Director

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 5/16/05