

MAĤPIYA LÚTA OWÁYAWA

RED CLOUD SCHOOLS

Our Lady of Lourdes, Red Cloud Elementary,
Red Cloud Middle School and Red Cloud High School

Office of the Superintendent

Principal for RCES School Dual Language Program

Supervisor: Superintendent of Schools

Status: Full-time

Classification: Exempt

Approved by: Superintendent April 15, 2024

Vision:

To be a Thriving and Renowned Community of Learners Grounded in Lakǵóta and Catholic Beliefs, Values, and Practices

Mission

To promote a thriving community of learners grounded in Lakǵóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

We accomplish this by

- Partnering with families, relatives, and the wider community to strengthen the kinship supporting the college preparatory education of our children.
- Modeling spirituality through prayer, honoring both Lakǵóta and Catholic traditions as beautifully distinctive, both affirming of human dignity and respectful of each other.
- Acknowledging our role in historical colonial practices by creating space for trusted dialogue to promote truth and healing of our past, present, and future.
- Developing students' critical thinking through culturally affirming, rigorous, and meaningful learning steeped in their Lakǵóta identity

Position Summary: The Principals for the Maĥpia Lúta Owáyawa district work with the superintendent and the Dual Language instructional team to achieve mission objectives. As the primary principal of the Dual Language Program at the Mackert Building, this principal is responsible for managing and planning for safe and efficient day-to-day operations, coordination and administration of tasks to achieve strategic planning goals set in collaboration with the superintendent for and administration of the school budget, and ensuring that school policies, procedures and mission are upheld in all areas of school management. The School Principal will coordinate administrative oversight and plan all student and staff administration phases, budgetary planning, discipline, and counseling services. The Principal will collaborate with the dual language instructional leadership team, including the assistant superintendent and the elementary curriculum development coordinator director, to manage instructional decisions and planning.

RESPONSIBILITIES AND DUTIES:

Essential Duties:

Leadership

Mission:

Establish a Culture and Climate that promotes Catholic and Lakḥota Values.

- Ensure onboarding of staff and students following the vision and mission.
- Support and promote activities that promote Lakḥota Culture, Language, and Values
- Support and promote activities that align with Catholic practices and values
- Communicate Lakḥota Catholic procedures and policies with staff, students, and parents.
- Encourage activities to create a staff community and create a positive environment that is inclusive of all regardless of spiritual beliefs, race, or gender.

Set performance expectations based on the Mayḥpyia Lúta Owáyawa Mission, Vision, and Strategic Plan School Improvement Plan.

- Member of the instructional leadership team. Make decisions collaboratively with the instructional leadership team.
- Supervise staff.
 - Hire, evaluate, and support instructional staff in collaboration with the instructional team members.
 - Supervise staff management regarding attendance and adherence to school policies.
- Promote a positive school learning environment.
- Manage onboarding and off-boarding of staff at the beginning and end of the year.
- Communicate with staff and parents regularly.
- Manage, organize, and document the use of technology devices for staff and students.
- Do regular walk-throughs with all staff
- Minimize disruptions to instructional time.
- Provide student and teacher incentives.
- Plan, organize, and ensure proper supervision for all field trips.
- Ensure character development instruction.
- Uphold academic and behavioral standards.

Accreditation

- Ensure that state and Tribal required vaccination records are up to date
- Ensure that birth certificates are on file for all students
- Ensure that IC accurately reflects the student's true name, DOB, and address and that all contact information is current.
- Facilitate State and district testing.
- Ensure and document progress on the strategic plan and accreditation reports.

Safety:

- Establish procedures that hold staff accountable for student safety, including but not limited to:
 - a. Adequate supervision of students at all times. This includes the Administrator being present at major events such as class retreats and home sporting events.
 - b. Staff knowledge of policies regarding transportation and one-to-one interaction with students. IE travel in or lending out a personal vehicle is not allowed, travel in a school vehicle requires two adults present, one-to-one interaction requires an open door, or another adult present, etc.
 - c. Organize and complete required safety drills each semester including

4	Fire Drill (2 per semester)	
1	Tornado Drill	
1	Lock Down	
1	Intruder Evacuation Drill	
1	Bus Evacuation Drill	

- Ensure staff is aware of safety/emergency protocols and has access to all documents. Review and update records as needed.
- Require and assure an annual review of and posting at the door of each classroom and in all offices the **site emergency protocols** during orientation of new and returning staff members.
- Establish perimeter safety: outside doors and accessible windows must be closed and locked at all times. Propping doors open is a serious policy violation.
- Develop and communicate plans for off-site emergency response (IE, field trips, and sporting events) Review by email or memo prior to field trips or off-site activities.
 - a. Provide a clear structure for staff regarding whom to contact in emergency situations.
- Support and follow health protocols established by Mayḥpyia Lúta Owáyawa and the Tribal Council.
- Document areas of concern by putting in maintenance requests and or notifying the superintendent as needed.

Students, Families, and Community:

- Establish site agreed-upon expectations for student behavior that follow policy and promote a positive learning environment for all students.
- Establish procedures for behavior management in the classroom, during unstructured activities, and when on field trips or at school-sponsored events.
- Report potential concerns regarding policy to the superintendent in a timely manner
- Ensure access to the site handbook for all students and parents or guardians.
- Establish a family-friendly environment that includes
 - newsletters, calendars, positive phone interactions with the front office, and a willingness to work with parents and guardians in the best interest of their child.
- Make student referrals to outside agencies as appropriate.
- Organize school events and assemblies
- Master of Ceremonies at end-of-year activities.

Administrative tasks

Staffing:

- Recruit prospective employees for open positions
- Interview, hire, and onboard school personnel following district hiring protocols found in the Admin shared drive in collaboration with the instructional leadership team.
- Provide orientation for new faculty in collaboration with the instructional leadership team.
- Update, share, and follow the approved policy manual for your site.
- Sign and monitor appropriate use and documentation of overtime and PTO for hourly site staff.
- Supervise and evaluate staff.
- Oversee day-to-day school operations, including but not limited to
 - Master Schedule in collaboration with the instructional leadership team.
 - Weekly Schedules in collaboration with the instructional leadership team.

- Bell system/schedule
- Daily Announcements
- Enrollment
 - testing for admission
 - Admission decisions
 - transfer records
 - New student registration
 - Bus registration
 - Provide orientation for new students.

Budget:

- Manage school logistics and budgets, including planning, documentation, and fiscal oversight of the site's discretionary budget, fundraising accounts, technology accounts, and any student-related accounts.
 - Technology device assignment and collection
 - Fees and dues
 - Fundraisers
 - Tuition fee
 - Business office documentation is done via Blackbaud.
- Ensure that all fundraising and cash-handling activities follow district policies.

Communication

- Send out regular newsletters to staff and parents
- Hold regular staff meetings and send out weekly updates
- Communicate expectations regarding the strategic plan
- Communicate regularly with the superintendent
- Update the site email staff lists yearly.
- Supervise library use and communicate needs in cooperation with the ExDuty Library Coordinator program.
- Establish an appreciation program for faculty & staff.
- Convene and chair a Leadership Team.

Chief Physical Plant Manager:

- Ensure that maintenance is aware of problems with the site building
- Notify the Superintendent if maintenance and upkeep are falling behind.
- Overlook building infrastructure on buildings
- Plan and propose changes and improvements for the building
- Set bell schedule
- End of the year checkout with Faculty
 - Collect keys and turn them into the director of operations
 - Collect all technology devices and turn in to the Director of Technology
 - collect summer contact information for staff
- Coordinate the work schedule for the school's custodians with the Director of Facilities
- Oversee buildings to meet safety and sanitary guidelines for schools.

Other Administrative & District Responsibilities:

- Communicate regularly with the superintendent of schools
- Member of district administrative team
- Submit as required reports to the education committee of the board of directors
- Other responsibilities as delegated by the superintendent of schools

POSITION SPECIFICATIONS: Follow the Instructional Calendar:

- Principal be on contract beginning July 1. and must work on-site through June 6.
- Principals must work on-site, beginning one week prior to staff returning and continuing through June 06 of the current fiscal year.
- During June and July, principals must be available to work from home via Zoom if needed.

A. Qualifications

- Must be highly organized and proficient in organizing others.
- Must be a proficient Lakḥota speaker.
- SD certification as an administrator Preferred
- Work Collaboratively with the School Administrative team and community to achieve mission objectives.

B. Physical requirements: Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—85% of work time, walking—10% of work time, bending at the waist and lifting less than 5 lbs.—3% of work time, bending at the waist and lifting 5-15 lbs. 2% of work time.

To Apply:

**Send completed application and resume to
Brenda Bad heart Bull, Executive Director of HR
Mahpiya Luta/Red Cloud
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