

# MAŇPIYA LUTA OWAYAWA

## 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 RCHS*

Supervisor: Superintendent of Schools  
Status: Full-time  
Classification: Exempt: Instructional  
Prepared by: Superintendent  
Approved by: Education Committee BOD May 2025

### **Vision:**

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

### **Mission**

To promote a thriving community of learners grounded in Lakḥóta 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 Lakḥóta 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 Lakḥóta identity

**Position Summary:** The Principals for the Maḥpia Luta Owáyawa district will work with the superintendent and the School Leadership Admin Team. (SALT) to achieve mission objectives. The instructional team includes the superintendent, assistant superintendent, MLO principals, and instructional directors. As the leader of a school site, the principal is responsible for site management 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 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 support all MLO Mission aspects, including Catholic and Lakḥóta aspects and values.

### **RESPONSIBILITIES AND DUTIES:**

#### **Essential Duties:**

#### **Mission:**

#### **Establish a Culture and Climate that Promotes Catholic and Lakḥóta Values.**

- Ensure the onboarding of staff and students following the vision and mission.
- Support and promote activities that promote Lakḥóta Culture, Language, and Values
- Support and promote activities that align with Catholic practices and values
- Communicate Lakḥóta Catholic procedures and policies with staff, students, and parents.

- Encourage activities that foster a sense of community among staff and promote a positive, inclusive environment, regardless of individual spiritual beliefs, race, or gender.

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

- Member of the instructional leadership team. Make decisions collaboratively with the School Leadership Admin Team. (SALT)
- Supervise staff.
  - Hire, evaluate, and support instructional staff.
  - 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 to assess academic instruction and development.
- Minimize disruptions to instructional time.
- Provide student and teacher incentives.
- Plan, organize, and ensure proper supervision for all activities and field trips.
- Ensure character development instruction.
- Uphold academic and behavioral standards following approved student handbook policies.

**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.**
- 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 with students in or lending out a personal vehicle is not allowed; travel in a school vehicle requires two adults, one-to-one interaction requires an open door, or another adult present.
  - c. Organize and complete required safety drills each semester, including:

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

- Ensure staff is aware of [safety/emergency protocols](#) and update documents as needed.
- Require and ensure an annual review of and posting of the site emergency protocols at the door of each classroom and in all offices during the 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 before 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 submitting 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 managing behavior in the classroom, during unstructured activities, and when participating in field trips or school-sponsored events.
- Assign Disciplinary consequences fairly and reasonably, following the student handbook policies.
- Report potential concerns regarding policy to the superintendent promptly
- Ensure that all students, parents, and guardians have access to the site handbook.
- 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.
- Refer students 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 in accordance with [district hiring protocols](#), as outlined 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
  - District and State Testing
  - 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 with the ExDuty Library Coordinator (Chris G)

- 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 the Faculty](#)
  - Collect keys and turn them in to the director of operations
  - Collect all technology devices and turn them 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 the district School Leadership Administrative Team (SALTeam)
- Other responsibilities as delegated by the superintendent of schools

**POSITION SPECIFICATIONS:** Follow the [Instructional Calendar](#):

- The principal will be on contract beginning July 1.
- Principals must work on-site, beginning three working days before staff return and continuing through June 06 of the current fiscal year.
- During June and July, principals must be available to work from home via Zoom for not more than one meeting per week.

**A. Qualifications**

- Must be highly organized and proficient in organizing others.
- Master's degree in education required
- Five years of teaching experience required
- DLP principal must be proficient in Lakḥota
- SD certification as an administrator
- SD Admin Alt Certification accepted
- Able to 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.

**C. Certification:** I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity, and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

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Employee Signature

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Date