

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-054 **Issue Date:** 04-16-14 **Closing Date:** 04-29-14

Superintendent
Yakama Nation Tribal School
Department of Human Services
Hourly Wage: \$35.04/Full-Time/Regular

This is the lead professional education position responsible for the leadership, administration and management of the Yakama Nation Tribal School. The person occupying this position will ensure that the administrative and management business office and the registrar's office systems and staff are effective and efficient in the processing of fiscal and programmatic tasks. The person occupying this position is responsible for ensuring the development and/or implementation of policies and procedures for : Basic Academic Education Program, Supplemental Special Education, Titles I, IID, IV, Gifted & Talented, Counseling; extra and co-curricular activities, support services of Transportation, Food Service, Safety, Faculties & Maintenance, Parental involvement and staff development. The person occupying this position will ensure that appropriate education standards required are properly implemented. This position is a highly responsible position services other professional, paraprofessional, staff. The person occupying this position meets with and advises the school regarding the school operations. The person will ensure that appropriate school laws and regulations are appropriately complied.

Knowledge, Skills and Abilities:

- Knowledge of federal, state, and local statutes, rules, and regulations, policies, and court decisions which effect management and operation of the school and its related programs.
- Knowledge of governmental structure of local, state, Bureau of Indian Education (BIE), and federal entities.
- Knowledge and understanding of the legislative process with the ability to utilize when appropriate.
- Ability to develop policies for consideration and adoption by the School Board.
- Ability to develop procedures and guidelines, as appropriate, to ensure implementation of policies.
- Knowledge of reports and paperwork needed for Office of Indian Education (B.I.E.).
- Knowledge of policies, procedures, and guidelines followed by Yakama Nation Tribal School
- Ability to demonstrate effective writing/communication skills.
- Ability to recruit and enroll eligible Indian students.
- Skilled to supervise, guide, direct, and coordinate staff assignments.
- Ability to ensure that an up to date "Students' Rights Handbook" is implemented; orient students, parents, and staff to handbook.
- Ability to establish formal lines of communication and establish protocols for needed social and related services needed by the students and staff.

General Recruiting Indicators:

- Minimum of a Master's Degree in Education AND the possession of a Washington State Administrator's Certificate with three years teaching experience.
- Minimum of one year supervisory or administration experience in education
- Preference given to qualify enrolled Yakama applicants.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test
- Must have a valid Washington State Driver's license, with the ability