



Pahin Sinte Owayawa  
Porcupine School  
Position Description



**POSITION DESCRIPTION**

<b>Position:</b>	Principal	<b>Status:</b>	Exempt
<b>Salary:</b>	Administrator Pay Scale	<b>Length:</b>	School Year

**JOB SUMMARY:**

The role of the principal is to provide leadership, direction, and co-ordination within the school. The principal's main focus is to develop and maintain effective educational programs within the school and to promote the improvement of teaching and learning with the school. The principal reports to the Porcupine School Board

**JOB RESPONSIBILITIES:**

1. Oversee K-8 educational program.
2. Oversee Supplemental programs.
3. Develop and implement system to monitor student progress including performance-based methods.
4. Conduct staff meeting to ensure participatory management, staff input and clear communication.
5. Monitor learning activities to assure these compliment student outcomes.
6. Conduct frequent classroom observation in collaboration with EPS to assist teachers with instructional strategies and classroom management.
7. Monitor maintenance of student records.
8. Ensure compliance with accrediting agency requirements.
9. Ensure equitable administration of student rights and responsibilities according to the student handbook.
10. Ensure parents are involved as true partners in the education of their student.
11. Ensure students are involved in decision making through a student council, etc.
12. Assist with identification and acquisition of learning resources.
13. Assist in recruitment and hiring of staff.
14. Oversee the development and maintenance of Policies and assure Porcupine School operates accordingly.
15. Provide for a balanced extracurricular program for students K-8 that includes psycho-motor, creative, cultural, academic and other development of students.
16. Attend School Board meetings and assist with the development of the agenda.
17. Adhere to all policy and procedures.
18. Other duties as assigned.

**QUALIFICATIONS, KNOWLEDGE AND ABILITIES:**

- Master's Degree in Administration.
- South Dakota Elementary Principal Certification.
- Experience as a Principal on a reservation school.
- Knowledgeable in supervision, educational planning and teaching strategies.
- Knowledge of BIE transportation, facilities, food service and the business procedures.
- Knowledge of the Pine Ridge Indian Reservation.
- Indian and veteran preference is considered according to applicable law.

Approved by the School Board: 08/04/2023