



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 02/22/2019

Closing Date: Open Until Filled

Position Title: School Superintendent-Principal

Department: Towanits School

Work Schedule: Monday-Friday 8:00AM- 5:00PM (Hours Vary)

Wage Rate: Pay Range 67: \$84,904.06- \$108,684.37/YR/Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- Master's Degree
- K-12 California Teaching Credential
- K-12 Administrative Credential
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: School Superintendent-Principal

WORKSITE:

Tule River Indian Reservation
310 N. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the direction of the Office of the Tribal Administrator, the Tule River School Superintendent-Principal will provide leadership to the development of the Tule River School System, including: the development and accreditation of Towanits School, Tule River Adult School, and Tule River College and Career Programs on the Tule River Reservation. This is a full time year round position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Serves as the Chief Administrative Officer for the Tule River School System.
2. Has primary leadership for the development, administration, supervision, evaluation and accreditation of Tule River's Towanits School System to plan and ensure the future success of all tribal children in college or a career of their choice.
3. Works with the Tule River School Board and collaborates with other departments (P.E., Rec, Culture, Language and Future Gen) to develop Board Policies and Procedures for the safe and efficient operation of Tule River School System.
4. Works with the Tule River School Board, collaborates with other departments (P.E., Rec, Culture, Language and Future Gen), with school staff, students and the broader Tule River School Community to establish and continuously update "Expected Student Learning Results" (ESLRS) for all Tule River Schools.
5. Works with the Tule River School Board and collaborates with other departments (P.E., Rec, Culture, Language and Future Gen) to develop and prepare an annual budget for presentation to Office of the Tribal Administrator and the Tule River Tribal Council that ensures program quality and results for Tule River Schools.
6. Collects student performance data for each Tule River School program and makes regular and periodic "Reports of Progress" to the School Board, Office of the Tribal Administrator and the Tule River Tribal Council towards "Expected Student Learning Results" (ESLRS) for all Tule River Schools.

7. Works with the Tule River School Board and collaborates with other departments (P.E., Rec, Culture, Language and Future Gen) in the development of Towanits School Curriculum, instructional program, and teaching style in a manner that best meets the individual learning styles of the students served.
8. Works with the Tule River School Board and collaborates with other departments (P.E., Rec, Culture, Language and Future Gen) to ensure appropriate professional development for all staff working in support of Tule River School Programming.
9. Works with the Tule River School Board and collaborates with other Tribal Departments to identify Tribal Community needs for college and career programming on the Reservation, create partnerships with colleges (Porterville College, Fresno State and/or other) and certified training programs to develop and deliver ongoing programming on the Reservation in career areas needed by the Tribe.
10. Submits written monthly reports to the Office of the Tribal Administrator.
11. Performs all other duties as assigned by the Office of the Tribal Administrator.

MINIMUM QUALIFICATIONS:

1. Possess a M.A. Degree from an accredited College/University in an academic major.
2. Possess a current K-12 California Teaching Credential
3. Possess a current California K-12 Administrative Credential
4. Have a proven record of leadership and success in education or a related field.
5. Have a proven record as a self-starter, effective decision-maker and someone who cares about the needs of children served above all else.
6. Be knowledgeable of effective K-12 educational practices, curriculum and instruction.
7. Have experience and success in creating and implementing short and long-term planned actions to achieve results.
8. Have strong oral, written communication skills.
9. Work well with others and an effective team builder.
10. Have basic knowledge of and appreciation for Native American Culture and how to effectively work within a Native American community.
11. Have reliable transportation, valid California driver's license and be insurable through the Tribe.
12. Be willing to pursue advanced certifications/graduate level studies to upgrade job skills.
13. Must successfully complete a background investigation and pre-employment drug/alcohol screening.

DESIREABLE QUALIFICATIONS

1. Possess 2 or more years of K-12 leadership experience in public or private schools
2. Possess 2 or more years of Educational Leadership experience as a school Principal
3. Experience and success in working with a School Board

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and experience in the development of school policy and procedures
2. Experience in working with committees or advisory bodies
3. Knowledge of the principles and techniques of small group and individualized instruction.
4. Knowledge of the principles and techniques of behavioral management.
5. Knowledge of current trends in educational methods for individuals with exceptional needs.
6. Skills to analyze data, identify alternatives and inform instruction
7. Basic knowledge of the research-base as it relates to Native American Learning preferences and styles.
8. Basic knowledge of early childhood mild learning disabilities and interventions
9. Knowledge of Tribal Governance systems and Tribal sovereignty
10. Computer literate in MS Office. Excel Power-Point and the use of Web-based Resources.
11. Develop and maintain effective working relationships with individuals and groups.
12. Ability to communicate effectively in both oral and written form.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Tribal Administrator
Salary:	Pay Range 67: \$84,904.06- \$108,684.37/YR Paid Bi-Weekly/ Non-Overtime Eligible
Hours:	Monday-Friday 8:00AM – 5:00PM Hours may vary
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE