

Hunters Point Boarding School, Inc.



Position Description SY 2025-2026

POSITION TITLE:	Principal	CONTRACT TERM:	12-Month
SUPERVISOR:	Governing Board	CLASSIFICATION:	Exempt
SALARY:	Negotiated	DATE APPROVED:	2/14/2024

POSITION SUMMARY:

The Principal of Hunter's Point Boarding School, Inc. is the Administrative Officer and is responsible for overseeing the school's operations, including instructional, business, and administrative functions. The Principal is also responsible for providing advice and recommendations to the Governing Board on matters related to the school. The Principal is expected to fulfill the duties and responsibilities as outlined by the Arizona Department of Education, Public Law 100-297, Department of Education and COGNIA.

QUALIFICATIONS:

1. Master's degree in education or related field is required.
2. Doctorate degree or PHD is preferred.
3. Certification in Education Administration and a valid Arizona Principal Licensure or ability to obtain such credentials is required.
4. Ten or more years of work experience in school administration or management is required.
5. Must have knowledge and experience working with BIE operated grant schools and corresponding oversight agencies.
6. Must have knowledge and experience working with Navajo Nation Code Title 10 and Navajo Sovereignty in Education Act of 2005.
7. Five or more years of demonstrated experience in curriculum management and evaluation is required.
8. Knowledge of testing programs and guidelines is required.
9. Must have demonstrated success of improved test scores and academic achievement.
10. Must be able to travel and attend meetings as required.
11. Must be able to effectively facilitate meetings.
12. Meet the minimum physical requirements to be able to stand and walk for extended periods and to lift 20 pounds.
13. Must be computer literate in the use of a variety of software.
14. Navajo speaking language is preferred.

RESPONSIBILITIES AND DUTIES:

1. Serves as principal advisor to the Governing Board, coordinating and administering all legal, financial, and oversight duties.
2. Assures compliance for all contract and grant operations for the school.
3. Serves as the Governing Board's primary contract and administrator.
4. Exercises signatory authority for Governing Board authorized contracts, grants and other instruments of commitment and authority as delegated by the Governing Board.
5. Keep the Governing Board informed of the condition of the school's educational progress; assure effective communication between the Governing Board and the staff of the school.
6. Assists in the preparation of the agenda for the board meetings, in consultation with the Board President.
7. Develop and recommend to the Governing Board's long-range and strategic planning.
8. Ensure all decisions or directives of the Governing Board are completed.
9. Oversees the maintenance of financial, property, personnel, and academic records for the school.
10. Recommends to the Governing Board all personnel changes including promotions, demotions, terminations, and transfers.
11. Ensures continued accreditation of the school under standards of Cognia.
12. Provide leadership in developing and maintaining quality educational programs and services.
13. Provide evaluation for all supervisors to meet the goals of the school.
14. In accordance with 25 CFR part 32, reviews performance data establishing academic standards in consultation with the Governing Board.
15. Maintains oversight of all grants, and other funds in collaboration with the Business Office.
16. Keeps abreast of all changes or new developments pertaining to laws, regulations, programs, etc.
17. Initiates proposals for funds by identifying funding source through narratives and scope of work.
18. Recommend building needs based on the number of students and school needs.
19. Provides feedback and on recommended changes to the policies and procedures as necessary. Supervise and evaluate school programs in the spirit of continuous improvement.
20. Participate in school and community activities.
21. The Principal may delegate responsibilities to subordinates as necessary.
22. Listens to comments and concerns as necessary.
23. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
24. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
25. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
26. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.

27. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
28. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
29. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
30. Possess a valid Driver's license with insurable driving record.
31. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
32. Have or be able to obtain first aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
33. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
34. Ability to communicate in Navajo is recommended.
35. Meet the minimum physical requirements.
36. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

ACKNOWLEDGEMENT

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

EMPLOYEE SIGNATURE

DATE