



JOB DESCRIPTION

Job Title: Vice Principal	Department: AiES
Reports To: Principal and AiES School Board	Employment Status: Full Time, Exempt, Sensitive
Supervisory Status: Yes	Salary Minimum: DOE
Driving Classification: Valid Driver's License	

Summary: The Vice Principal is someone who works closely with the Principal to provide effective leadership and ensure the smooth operation of the school. This role involves fostering a positive educational environment, supporting student achievement, upholding the school's mission and values and reinforcing the Mojave culture and language. The ideal candidate is a collaborative leader with a passion for elementary education and a commitment to student success.

Essential Duties and Responsibilities:

- Leadership and Administration
 - Support Principal's school-wide vision and take an active role in motivating and inspiring staff to achieve the goals of the school.
 - Serve as an integral part of the school's leadership team to develop school's strategic plans to sustain accreditation.
 - Assist the Principal in the overall administration of the school.
 - Assume duties of the Principal in his/her absence and as assigned by the Principal.
 - Participate in the development and implementation of school policies, procedures and programs.
 - Oversee daily school operations, including janitorial, transportation coordination, scheduling, staff assignments and student supervision.
 - Collaborate with the Principal and staff to develop and implement any school improvement plans.
- Student Support and Behavior Management
 - Possess knowledge and deep understanding of trauma-informed intervention strategies for elementary-age students.
 - Possess knowledge and deep understanding of Maslow's Hierarchy of Needs principles and be able to apply it towards the formulation of a viable social-emotional learning program.
 - Possess knowledge and experience in the implementation of the Crisis Prevention Intervention strategies such as verbal de-escalation, etc.
 - Serve on School Attendance Review Board with the FMIT Department of Education to problem-solve matters related to students' attendance.
 - Promote a positive school culture and climate that supports student learning and well-being.
 - Assist in student behavior issues by supporting the Behavioral Specialist and School Counselor when needed and implement disciplinary actions in accordance with school policy.
 - Possess ability to conduct Functional Behavior Analyses alongside Behavior Specialist to ascertain the root causes and functions of maladaptive behavior to formulate appropriate, viable student-centric solutions.
 - Support the development and implementation of programs that promote positive behavior and social-emotional learning.
- Staff Supervision and Development
 - Assist in the recruitment, selection, and evaluation of school staff.
 - Provide support and mentorship to teachers and support staff around school-wide instructional and social-emotional learning initiatives.
 - Collaborate with Principal and Lead Teacher in the formulation of individualized professional learning plans for each teacher and teacher assistant.
 - Organize and deliver professional development opportunities for staff based on data-informed needs.

- Foster a collaborative and inclusive work environment by employing evidence-based staff retention practices.
- Serves as a resource for faculty and staff and arbitrates/facilitates issues or grievances between faculty and staff.
- Observe and evaluate faculty and staff performance based on the Danielson Framework for Teaching.
- Curriculum and Instruction
 - Support the Principal in the development and implementation of a rigorous and relevant curriculum.
 - Assist the Principal in the monitoring and assessing student achievement data to inform instructional practices.
 - Assist the Principal related to collaboration with teachers to implement effective teaching strategies and interventions.
 - Assist the Principal in ensuring that instructional practices meet the diverse needs of all students.
 - Possess competencies regarding the implementation of data-driven instructional practices and can triangulate data from multiple sources to sort out complexity, anticipate problems, and leverage resources to take appropriate action.
 - Possess competencies regarding mastery learning and standards-based grading practices.
 - Possess competencies and experience in facilitating special education programs and services.
 - Possess competencies/experience or a working knowledge in STEAM, STEM, or STREAM (Science, Technology, Reading, Engineering, Art, and Mathematics) using the Next Generation Science Standards.
 - Knowledge and understanding of the following platform systems and its value to school instruction and curriculum design:
 - Multi-Tier System of Support (MTSS)
 - Advancement Via Individual Determination (AVID)
 - Danielson Framework for Teaching Evaluation and Professional Learning Platform (2gnoMe [To Know Me])
 - Professional Learning on iReady Magnetic Reading and iReady Mathematics.
 - Professional Learning and Assessment Calendar.
 - All Learners Network for Evidence-Based Teaching in Mathematics
- Parent and Community Engagement:
 - Build and Maintain positive relationships with parents, guardians, and the community.
 - Communicate effectively with parents regarding school policies, programs, and student progress.
 - Encourage and facilitate parent and community involvement in school activities and events.

Position Qualifications:

Minimum:

- Can whole-heartedly engage in working with Anya Itpak Elementary School Principal, Staff, Children and Parents.
- Master's Degree in Education Administration, Educational Leadership, or a related field.
- Valid Arizona or California certification or licensure.
- Minimum of three (3) years of teaching experience, preferably at the elementary level.
- Minimum of three (3) years administrative or leadership experience in a school setting is preferred.
- Strong understanding of curriculum development, instructional strategies, and assessment practices.
- Willingness to maintain a high level of competence, exercise discreet judgment and honor confidentiality.
- Ability to interact with and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Compliance with Fort Mojave Indian Tribe drug and alcohol policy.
- Compliance with federal background check.
- Project an image of service and professionalism with a positive attitude.

- Interacts easily as an integral part of the faculty and staff.
- Understanding of the relationship of the Anya itpak Elementary School with the Fort Mojave Indian community, and values and supports the mission of both.
- Experience, familiarity and the ability to work with the diverse constituencies of Anya itpak Elementary School.
- Licensed in CPR and First Aid.
- Must satisfy health requirements as defines by the Tribe/State/Federal program standards for care of children:
 1. Successfully pass a pre-employment drug test, upon hire and annually.
 2. Successfully pass a physical exam, upon hire, to meet the physical demands required in the position.
 3. Successfully pass a tuberculosis test, upon hire and annually.
 4. Current immunization verification upon hire see attached immunization requirement (see attached immunization requirements, Caring for our Children: Health & Safety Performance Standards).

Computer Skills and Business Equipment:

- Be able to effectively use a computer, with Microsoft Office Software, and a SmartBoard.
- Be able to operate a fax machine, printer, cutter, shape cutter, digital camera, and laminator.

Physical Demands:

The candidate must be able to move and interact actively within the classroom, including frequent standing, walking, bending, and reaching to engage with students and facilitate activities. Additionally, the position requires the ability to potentially lift and carry materials, equipment, and supplies weighing up to 50 pounds. This may include setting up classrooms, moving educational resources, and handling instructional materials. The physical requirements ensure that the teacher can maintain a dynamic and organized learning environment conducive to student engagement and success. Please review occupational hazard (Caring for Our Children: National Health & Safety Performance Standards).

Anya itpak Elementary School offers: Competitive Wage/Salary; Medical/Dental/Vision Benefits; 401(k) Retirement opportunity; paid sick and personal leave and paid federal holidays; free breakfast and lunch for all students and employees.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.