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(480) 362-2500

Job Title: Superintendent

Reports To	Education Board	Job Code Number	300103
Office Location	Education Division Office	Exempt/Non-Exempt	Exempt
Work Location	All sites	Pay Grade	E85
Contract Length	12 months	Last Updated	2021-01-04

Definition

Under general direction of the Education Board manages the Education Division including Community Schools, Higher Education, instructional programming, school operations, support services, business, information technology, and human resources in compliance with applicable funding and regulatory requirements to achieve the academic excellence goals established by the Salt River Pima-Maricopa (SRP-MIC) Education Board.

Primary Job Functions

Primary functions may include the following tasks, knowledge’s, abilities, skills, and other characteristics. This list of *tasks is ILLUSTRATIVE ONLY* and is not intended to be a comprehensive listing of tasks performed by all positions within this classification.

Essential Components of the Job

Relationship with Education Board and Community Council

- Reports to the SRP-MIC Council on a periodic basis and/or as directed by the Education Board and/or SRP-MIC Council.
- Supports all activities associated with the Education Board.
- Ensures completion of projects assigned by the Education Board.
Oversee operations of the Office of the Superintendent, including board communication, oversight and performance management for executive staff, and executive meetings and retreats.

Educational Leadership (including philosophy, curriculum development and staffing)

- Supervises and supports the areas of Teaching and Learning, Curriculum and Instruction, the school sites, Student Services, Language and Culture, Higher Education and the departments associated with these areas.
- Responsible for the overall leadership of staff, the development and implementation of short- and long-range strategic plans and other organizational development activities.
- Responsible for the administration of overall operation of the Education Division including reviewing and evaluating the results of all programs.



- Evaluates and improves the quality of curriculum implementation, student performance, student responsiveness, and general classroom management, as indicated by data.
- Works with the Office of the General Counsel to interpret state statutes and/or district policies, regulations, and programs to school personnel and patrons.
- Designated liaison for all Division related legal issues.

Communication

- Communicates a vision of quality education and motivates others to work together to achieve that vision.
- Accessible to students, Board members, staff, the Community and the Council.
- Informs staff, Education Board, Community, Office of General Counsel and all other stakeholders of issues that pertain to them.
- Demonstrates effective, authentic and ongoing Community and stakeholder engagement strategies.
- Facilitates external relationships with Community groups, policymakers, parents and other stakeholders.
- Collaborates with a wide variety of internal and external stakeholders to facilitate conversations that lead to consensus, buy-in, and course correction as needed.
- Provides leadership and strategic direction for internal and external communications, presentations, speeches and correspondence.
- Uses relevant technology and social media platforms to communicate.
- Spokesperson on behalf of SRPMIC Salt River Schools and students.

Recruitment and Retention of Staff

- Responsible for overseeing the recruitment and hiring process.
- Ensures compliance with all relevant laws, policies and regulations.
- Responsible for developing a culture that encourages staff retention and builds upon the current performance-based culture to improve the performance, transparency and collaboration.

Supervision of All Staff

- Responsible for evaluating the performance of select staff for employment performance and compliance with established policies and objectives of the Education Division.
- Responsible for performing additional school/classroom evaluations as prescribed by the Education Board.
- Responsible for ensuring all employee evaluations are performed in a fair manner, on time, with SMART goals, and ensure all SMART goals align directly with the Education Board-approved Strategic Plan.
- May be involved in employee disciplinary actions, complaints and appeals.

Identification and Implementation of Board Policy Needs

- Responsible for assisting the Education Board in planning and setting strategic goals for the Education Division and provides ongoing consultation in the development of policies, programs and strategic direction.
- Responsible for Education Division policy development and policy administration.

Financial Management

- Responsible for the overall financial management of the Education Division, including the development and implementation of the annual budget, financial planning, operations



budgeting, grants budgeting, accounting and internal and external auditing, tax reporting and annual financial reports as may be required by the federal, state and/or SRP-MIC governments.

- Responsible for any Education financial planning and forecasting student counts regarding the construction of new facilities and programs of the Education Division, including facilitating and coordinating all capital projects for new construction with applicable Community Departments.

Relationship with Students and Parents

- Develops and strengthens relationships with parents and students as applicable through school visits, attendance at student activities, parent meetings, etc.
- Demonstrate knowledge of student and parent concerns and develop and implement processes and policies to address issues as relevant.

Relationship with Community and the Public

- Develops and strengthens productive working relationships with state universities, colleges, vocational or trade schools, boarding schools and off-reservation schools serving SRP-MIC students.
- Act as the liaison on behalf of the Education Division with the SRP-MIC Council and other local, state, federal and tribal agencies and programs that impact services rendered by the Education Division. All coordination as a liaison shall be in accordance with applicable guidelines and policies of the SRP-MIC and shall be at the discretion of the Education Board.
- Cultivates and develops relationships with reputable charitable organizations and strengthening productive working relationships with the general public.

Effective Records Management (students, personnel, and all other records required by applicable laws)

- Responsible for ensuring that all applicable policies and laws are followed.
- Oversee audits or other methodologies for compliance review.

Operational and Facilities Management for Safe Schools for All

- Responsible for administrative decisions necessary for the effective and efficient operations of the schools.
- Responsible for ensuring policies and procedures are in place and executed related to school safety for students, staff and visitors.
- Ensures the proper use and care of school facilities and properties, including short and long-term maintenance plans for all school property in coordination with the appropriate tribal departments.
- Strategic and master planning of existing facilities use and future facilities in alignment with identified Council, Board and Division priorities. Responsible for crisis and disaster plans with input from staff, law enforcement, and other appropriate persons; overseeing implementation including training and practice drills.
- Uses discretion when emergency action is necessary in matters not covered by the Board-approved Emergency Management Plan, and any other related disaster continuing operations plans. Reports such emergency actions to the Education Board and recommends policy for future guidance.

General Duties

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Knowledge, Abilities, Skills, and Other Characteristics

A willingness to learn and understand:

- History, culture, traditions, and customs of the Salt River Pima-Maricopa Indian Community or a willingness to learn

Knowledge of:

- Community, State, and Federal agencies and the educational standards necessary to support administrative functions within the frameworks of the numerous entities
- Pre K to Adult educational programs including best practices for success in implementing all phases of the Arizona College & Career Readiness Standards (AZCCRS), and any newly adopted and mandatory programs and testing methods
- Evaluation of models and frameworks utilizing best practices including formal and informal observations, student growth metrics, walk-throughs, formative and summative models, and SMART goals

Skilled in:

- Providing leadership for the operational effectiveness and efficiency of the district's educational programs and schools
- Providing leadership for administrators and managers and ensure each unit is functioning effectively and efficiently where all staff can be held to an accountable standard and performing above their job duties
- Utilizing public relations and customer services techniques when responding to inquiries and complaints from all sources
- Collaboration and working effectively to bring stakeholders together on diverse issues
- Effectively and independently using the MS Office Suite, Adobe, presentation software, Management reporting databases, and Student Performance databases, etc.
- Instructional leadership in district-wide curriculum planning and implementation and evaluation for a variety of programs and grade levels: elementary, junior high, high school, technology in education, special education, fine arts, gifted programs etc.
- Sensitive to the needs of all students, especially those deemed "at risk" and /or students with special needs
- Educational program development, evaluation, fiscal operations, personnel supervision and evaluation, policy and procedure development

Ability to:

- Maximize use of Division resources to improve student achievement
- Make decisions based on the process of evaluation, determining and selecting alternatives
- Communicate effectively, both orally and in writing, with a wide variety of people including staff, students, parents, and the Community
- Show sensitivity and respect for diverse backgrounds and cultures
- Work independently while functioning effectively as the head of the division leadership team



- Assist in professional development activities for staff providing educational services functions and school-site staff including ensuring all activities are effective in the classrooms
- Establish a rapport with all staff in the division and governmental agencies
- Distinguish between best practices model programs that are successful and non-successful
- Evaluate student performance data and determine which strategies and/or curriculum shifts should take place
- Conduct a needs analysis and report the findings in a timely manner
- Interpret complex data and legal ramifications of such data
- Meet frequent deadlines related to special projects
- Plan and present information to a variety of audiences
- Facilitate meetings with various size groups using collaborative leadership skills
- Work collaboratively with all necessary stakeholders
- Comply with oral and written instructions, policies and procedures, rules, regulations and guidelines
- Effectively operate all relevant technology and social media platforms
- Lift and carry objects weighting up to 30 pounds

Minimum Qualifications:

Education: Must possess a Master's in Business Administration, Public Administration or Educational Administration.

Certification: Arizona Superintendent, K-12 Certificate

Experience:

- Work experience equivalent to six (6) years full-time work in public school, state or local government, non-profit or a business of similar size and complexity;
- Six (6) years of successful supervisory experience;
- Experience managing community, student, parent, stakeholder and/or board relationships;
- Demonstrated ability to develop and successfully implement policy, strategic plans and related initiatives.

Preferred Qualifications:

- Experience as Superintendent or senior-level district leader
- Experience at multiple administrative levels, i.e., (building and central office administration) elementary, secondary or early childhood
- Credits in educational leadership, educational administration and/or curriculum and instruction above the Master's degree from an accredited college or university (PhD or Ed.D. is preferred)
- Experience working with Native American or diverse populations

Special Requirements

- Due to the confidential and sensitive nature of this position successful completion of an extensive background investigation is required.



Driving Requirement: This job description does not require the incumbent to drive; however, any employee who chooses or is asked to drive an SRPMIC vehicle for work related community business must receive written annual authorization to do so. For clarification, work related community business includes driving to and from SRPMIC government sites and buildings.

Must be able to pass a Pre-Employment Drug Test and extensive Fingerprint and Background Check. Employee is Subject to Random Drug Testing and completion of a Background Check every five (5) years.

Terms of Employment: This position is treated as a full-time exempt position scheduled for 40 hours per week.

Employment preference is given in the following order: 1) Qualified Community Member 2) Qualified Native American, and 3) Other Qualified Applicant.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.