

**Santa Fe Indian School**  
**Job Description**  
**Superintendent**

**Supervisor:** Santa Fe Indian School (SFIS) Board of Trustees (BOT), with the Board President as primary Point of Contact

**Supervises:** Principals, Directors, Student Rights and Responsibility Coordinator, and Program Planner

**General Job Description:**

The Superintendent is the executive officer of Santa Fe Indian School (SFIS), working under the direction of the SFIS Board of Trustees pursuant to an Employment Agreement. The Superintendent is responsible for the efficient administration and supervision of the entire school system and the general welfare of the students and staff. The Superintendent is also charged with carrying out the goals and directives of the SFIS Board of Trustees, as well as carrying out his obligations described in the Second Amended and SFIS, Inc. Bi-laws (adopted Sept. 17, 2008). As the Board's employee, the Superintendent is responsible for the overall direction, coordination, evaluation, and reporting of the departments and programs to the Board of Trustees. The Superintendent provides reports to the 19 Pueblo Governors. It is anticipated and expected that all functions of this position will be performed in a positive and respectful manner, while using the SFIS Core Values to achieve the school's vision and mission.

**Essential Duties and Responsibilities:**

- Knowledge of Pueblo culture and the SFIS student population;
- Experience working with and educating Native American students;
- Demonstrated understanding of Tribal and education sovereignty in Bureau of Indian Education (BIE) Tribally Controlled Schools;
- Experience guiding and overseeing student-centered teaching and learning;
- Experience guiding and overseeing student-centered support for social, emotional, and physical wellness;
- Administer and Supervise SFIS in all operation and functions;
- Promote positive relationships and effective communication with students, staff, parents, Tribes, visitors and partner education agencies;
- Promote an environment and climate conducive to productive performance;
- Plan for, responsibly manage, and report on school resources, including personnel, finance, facilities program and time;
- Monitor business functions and ensure compliance with federal regulations governing SFIS including all budgetary functions and school operation;
- Enforce and maintain SFIS Policies and Procedures to manage all departments and employees including Human Resources Personnel, Accounting Property Management, and Student Handbook;
- Sign all letters of employment and/or contracts on behalf of the school while adhering to SFIS Policies and Procedures;
- Maintain an instructional program to extend from mid-school through twelfth grade which will be broad and varied enough to meet the educational needs of the students;

- Promote and ensure academic and instructional excellence in all educational programs according to rigorous content and performance standards;
- Actively participate and be highly visible on campus;
- Supervises staff development and performance evaluation to improve the quality of programs and services;
- Provide staff with up-to-date information necessary to ensure efficient school operation;
- Manage and facilitate Director's meetings;
- Maintain a program of special education for exceptional children in accordance with applicable statutes, regulations, and policies reflecting the needs of the students of the school;
- Ensure safe and quality residential program;
- Ensure quality control of all programs and services through effective policies and procedures;
- Develop and present a school calendar indicating start and end of school, vacation dates, and teacher's meetings;
- Decide SFIS school closure and dismissal due to bad weather conditions;
- Implement efficient leadership and management skills;
- Attend educational conferences and participate in professional and instructional workshops;
- Comply with all Board of Trustees policies, administrative regulations, SFIS Code of Conduct, and applicable Human Resources Policies;
- Attend all meetings of the Board of Trustees, as requested;
- Work in collaboration with the BOT Officers and Trustees to develop the agenda for Board of Trustees meetings;
- Report to the BOT on educational trends, instructional program evaluation, recommendations for continuous school improvement, and general school condition;
- Establish and maintain positive public relations through effective communication and collaboration with constituency groups, including legislators, media, and Tribal Communities;
- Participate and effectively communicate Governance issues to mitigate impacts to school campus, students, and education programs;
- Visit Pueblo communities for official school purposes;
- Demonstrate an understanding of and sensitivity to Tribal protocol; and Perform, in addition to the above duties, such other duties as may be required by the Board of Trustees;
- Comply with all Indian Child Welfare mandatory reporting requirements;

**Other Responsibilities and Expectations:**

- Promote climate conducive to productive performance.
- Demonstrate an understanding of and sensitivity to tribal protocol.
- Demonstrate effective leadership skills.
- Implement efficient management skills.
- Participate on designated committees.
- Comply with the SFIS Code of Conduct.
- Perform other duties as assigned, by the BOT

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Knowledge of and experience** – working with Pueblos, tribes, other tribally controlled organizations, the State of New Mexico Legislature, State & National Organizations, the New Mexico Public

Education Department (NMPED), and the U.S. Bureau of Indian Education and the United States Department of Education

- **Organization** – Must be organized and detail-oriented, exhibit task prioritization, and action planning.
- **Analytical** – collects and aggregates data for program maintenance and improvement. Promote for special funding efforts beyond the standard government funding.
- **Continuous Learning** – Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills.
- **Job Knowledge** – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; works well with SFIS Programs, and uses resources effectively.
- **Knowledge of and experience** – with applicable laws, regulations, and emerging practices pertaining to assigned responsibilities, including current issues and trends in education.
- **Use of Technology** – Adapts to new technologies, use technology to increase productivity.
- **Problem Solving** – Gathers and analyzes information skillfully; develops alternative solutions; works in group problem solving situations.
- **Cooperation** – Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve internal and external conflicts; and is fair with all SFIS Program.
- **Teamwork** – Balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- **Written Communication** – Writes clearly and informatively; varies writing style to meet needs.
- **State and Federal IDEA Compliance** – exhibits knowledge of and adherence to all legal requirements related to early intervention and statutory requirements in the law.
- **Ethics** – Treats people with respect, keeps commitments, inspires the trust of others, works with integrity and principles, upholds the SFIS Core Values, and conducts all employment-related matters with impartially and objectivity.
- **Organizational Support** – Follows policies and procedures; completes tasks correctly and on time and supports organization's goals and values.
- **Adaptability** – Manages competing demands.
- **Personal Appearance** – Dresses appropriately for position; keeps self well groomed.
- **Attendance/Punctuality** – is consistently at work and on time; ensures work responsibilities are covered when absent.
- **Dependability** – Follow instructions, responds to Board of Trustee directives; takes responsibility for own actions.
- **Initiative** – Seeks increased responsibilities; asks for and offers help when needed.
- **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- **Advocacy** – in enhancing Indian Education through collaboration, partnerships, policy, and legislation.

**Qualifications:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Master's Degree in Education required, PhD in education, preferred. Experience in education, preferably serving Native American students; four (4) years' teaching experience, plus four (4) years' administrative experience with responsibilities for supervision of educational program and services, preferably for Native American students. The combination of education and experience may be considered. **Must Possess** a New Mexico School Administrator License or commit to obtaining licensure within a negotiated time-period. **Additional requirements:** Applicants must be a U.S. Citizen, and successfully pass a criminal background check in accordance to PL 101-630, and meet the requirements of 25CFR 63. (Such alternatives to the above qualifications as the BOT may find appropriate and acceptable).

**Certificates, Licenses, Registration:** Possess a New Mexico School Administrator's License or commit to obtaining licensure within a negotiated time period. Valid NM Driver's License.

**Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to think independently, problem solve and work with the whole team. Ability and commitment to represent the Vision, Mission, and Core Values as both a school and community.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to drive for long periods of time; stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

**Safety and Health:**

Knowledge of universal hygiene precautions.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

**Terms of Employment:**

Salary and work year as per salary schedule and employment agreement.

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Santa Fe Indian School reserves the right to amend this job description from time to time.

I hereby certify I have reviewed, understood and agree to perform the duties as stated in the job description.

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**Superintendent's Signature**

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**Date**

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**Board of Trustees President Signature**

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**Date**

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**Board of Trustees Secretary Signature**

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**Date**