

DATE: February 17, 2000

TITLE: Administrator/Superintendent

DEPARTMENT: Hannahville Indian School

DIVISION: N/A

POSITION SUMMARY: Administrator/Superintendent of the Hannahville Indian School.

52 weeks per year

SUPERVISION RECEIVED: Board of Education Hannahville Indian School

SUPERVISION EXERCISED: All school personnel

QUALIFICATIONS: Hold a Educational Specialist Degree or a Masters Degree plus 30 graduate hours from an institution acceptable to the Michigan State Board of Education and meet the requirements stated in the School Laws of Michigan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executive officer of the school and shall put the educational policies of the state and the adopted policies of the Board of Education into practice.

- A. Responsible for supervising the administrative staff.
 - 1. Direct/coordinate activities of administrative personnel
 - 2. Assist in the development and implementation of administrative policies.
 - 3. Advise the Board of administrative staff requirements.
 - 4. Recommend administrative staff assignments or reassignments to the Board.
 - 5. Evaluate performance of principals, Community School Director, Program Coordinators and administrative office personnel consisting of Secretary to the Administrator and Financial Manager.
 - 6. Submit written recommendations to the Board on salaries or hourly rates to be paid to administrative, office and teacher aide personnel.

- B. Responsible for Adequately financing the educational programs.
 - 1. Supervise the preparation of the budget.
 - 2. Administer the budget as approved by the Board and interpreted to the community.
 - 3. Supervise the purchasing of supplies, materials and equipment within the school budget.
 - 4. Seek state and federal funds for special programs.
 - 6. Shall attend meetings that pertain to school finances. ■

- C. Educational needs of the community.
 - 1. Be aware of the educational needs of the community.

a. Develop solutions to meet those needs. B. Make recommendations to the Board of Education. 2. Attend meetings, workshops and seminars to be better prepared to evaluate the education programs. (NISBA, ACTS, etc)

D. Ensure proper process of reports to the Department of Education and other agencies.

1. Complete reports which are direct responsibilities of the Administrator.
2. Distribute reports to personnel who have the responsibility of completing.
3. Review and singe completed reports.

E. Perform those responsibilities as defined by the Michigan Code and Rules and Regulations as adopted by the State Board of Education.

1. Assist the Board of Education in negotiation procedures.
 - A. Direct negotiations.
 - B. Meet with teacher committees when problems arise.
 - C. Represent the Board in the steps of grievance.
 - D. See that grievance procedures are followed.
2. Suspend any member of the teaching staff or non-teaching staff, pending action of the board for any cause which makes such action necessary.
3. Consult the board on legal matters pertaining to the School Code.
4. Shall schedule the minimum number of educational hours and ensure the required number of hours are meet for the school year.

F. Plan and implement a line of communication to the Boards, administrators, staff, students and the community. ■ -, ■ - •••

1. Prepare the agenda for regular/special board meetings.
2. Notify the school president of a need for a special board meeting.
3. Interpret the school program to the community.
 - A. Meet with organizations, i
4. Utilize the media (Press, radio, and television) to communicate to the general public matters pertaining to the school district.
5. Schedule and conduct regular administrative meetings.

TOOLS AND EQUIPMENT: Personal computer, telephone.

PHYSICAL DEMANDS: Physically and mentally competent to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work if performed in a typical office setting located in a school. May involve some travel including overnight. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazard.

SELECTION GUIDELINES: Completed application and resume, if desired, rating of education

and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer employee and is subject to change by the employer and requirements of the job.

Signature _____

Date _____

Signature _____

Date _____

Signature

Date