

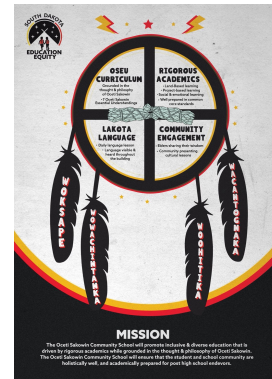
# *Oceti Sakowin Community Academy*

## Head of School Job Description

**Status: Full-Time**

**Reports To: Governance Board**

**Contract Days: 12 months**



**Mission Statement:** The Oceti Sakowin Community School is inclusive and diverse, driven by rigorous academics that are grounded in the thought and philosophy of the Oceti Sakowin. Students and school community are holistically well, strong in their cultural identity, and academically prepared for post high school endeavors.

Our school and staff are committed to educating students in a safe, welcoming environment where all students see themselves in what they are learning, have a strong sense of belonging, and are excited to come to school each day.

As a part of the OSCA team, you will be welcomed into a community of dedicated, driven, and enthusiastic educators working together on the common goal of improving academic achievement for Indigenious students by developing and implementing an Indigenized curriculum. Educators will work together and have the autonomy to develop lessons that implement the Oceti Sakowin Essential Understandings across all academic disciplines. Curriculum will feature decolonized pedagogies, land-based learning models, student-centered learning, traditional healing informed practices, classroom management practices involving restorative justice and the woose sakowin. Teachers will build positive relationships with students and families and encourage parents to participate in classroom activities. Teachers will also invite community elders and members to share their rich cultural knowledge in oral storytelling, wisdom, and skills.

## **Position Summary:**

The Head of School serves as the primary leader and manager of programs, staff and students. OSCA Head of School holds knowledge of Indigenous school leadership theory; and k-8 teacher; school safety; student discipline; data analysis, long term strategic planning and systems thinking as it relates to curricular development, community engagement and school development; budgetary oversight and planning; knowledge of local, state and federal school policy and procedures; knowledge of Oceti Sakowin languages and culture; knowledge of reading strategies and interventions; supervision and evaluation of school personnel; knowledge and experience with South Dakota State of Education processes and, experience working with boards, parents and various community organizations; mediation and conflict resolution skills.

## **Qualifications, Competencies and Strengths**

The Head of School will have an educational philosophy that aligns with the school vision and mission with a deep understanding of the Oceti Sakowin languages and culture as well as the knowledge and skills required to develop a high performing independent community school.

- Ability to develop a team building atmosphere among staff and students by being a good relative
- Highly organized, effective communicator, strong interpersonal skills
- Takes leadership in the implementation of the Oceti Sakowin Essential Understandings throughout academic disciplines.
- Ensures that the school is in compliance with all applicable governmental laws and regulations and adheres to board adopted policies
- Willingness and ability to build formal and informal partnerships with a wide range of groups and organizations including: staff, parents/families, community leaders, community-based/grassroots organizations
- Committed to welcoming and engaging families and community members
- MA in leadership or in the process of attaining an MA degree

## **Duties and Responsibilities**

- Provides a safe and effective learning environment for students, staff and overall school community

- Provides instructional leadership among teachers and other staff to develop Indigenous curriculum and instruction
- Leads a team to conduct objective classroom observations and provide actionable feedback to teachers
- Hires, evaluates and terminates school staff members as appropriate
- Leads the development of the school budget and ensures the school follows all fiscal policies and procedures
- Leads the planning and implementation of a school wide Educational Plan for Student Success aligned strongly with the mission and vision of the school

### **Responsibilities to the Governing Board**

- Reports to the Board and attends all Board meetings and functions
- Keeps the Board President informed of all aspects of school operations
- Brings to the Board's attention issues that may require Board action or Board education
- Communicates all Board policies and changes to the teaching staff and non-teaching staff (and to parents and other partners when appropriate)
- Serves as a resource for the Board in developing new policies and initiatives

### **Personnel Responsibilities**

- Convenes a hiring committee composed of staff and family members to hire based on feedback from the committee
- Oversees the evaluation of all staff and ensures observation and evaluation of teaching staff is objective and in accordance with state requirements
- Oversees and coordinates continuing professional growth of staff
- Counsels and advises school employees, when necessary
- Reviews and updates job descriptions
- Terminates staff when appropriate ensuring proper protocol and documentation

### **Instructional Leadership Responsibilities**

- Provide leadership in the ongoing development, improvement and evaluation of curriculum, instruction

- Oversees the scheduling and administration all standardized student assessments
- Supports the implementation of Response to Intervention and monitors its continued implementation
- Oversees administration policies dealing with student conduct and attendance

### **Building Community Relationships**

- Maintains constructive liaisons with other educational institutions and associations
- Facilitates communication with families and community and encourages their participation in school activities and events
- Encourages families and community to offer input and consultation
- Represents the school in the community at large

### **Professional Development /Personal Growth Expectations**

- Keeps current with literature and best practice on education and school management as well as
- academic materials, curricula, Indigenized education
- Cooperates with governing council to undergo a performance evaluation, develop and meet the goals of an individualized professional development plan
- Attends professional development activities designed to enhance and/or strengthen knowledge and skills that promote student learning

### **How to Apply**

Fill out the attached application and submit. Direct questions to Mary Bowman,  
Mary@NDNcollective.org