



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

TITLE: Elementary School Administrator

SALARY: Negotiable based on experience and certification

OPENING DATE: June 19, 2024

CLOSING DATE: Open Until Filled

DEFINITION:

Under the direct supervision of the Tribal Manager. Full time School Administrator, this position oversees the planning and development of training, workshops and educational programs for the Tribe, provides administrative supervision and monitoring of the Duckwater Shoshone Elementary School, and provides administrative supervision and monitoring of BIE Grant School programs, budgets, and funding. This position is under the direct supervision of the Tribal Manager.

Applicants must have a Nevada Teaching License for Elementary K-8 or license from another State in Elementary K-8 with the understanding that they must be able to attain a Nevada License within 4 months of hire date. Minimal preferred K-8 teaching entitled for e.g. substitute or fill in where necessary.

SPECIFIC DUTIES:

1. Oversee and manage the operation of the school, make sure the school operates in accordance with the policies and procedures of the Education Committee and the Tribe, and make monthly reports to both the Duckwater Shoshone Education Committee and Tribal Council.
2. Keep the Education Committee and Tribal Council informed of programmatic, rule and regulation changes.
3. Attend and work collaboratively with the managers of each division and Tribal Administration.
4. Work collaboratively to identify staff development needs for in-service training activities.

5. Schedule, plan, provide, and monitor professional development, in-service training, for tribal staff.
6. Supervise all education staff.
7. Conduct regular staff meetings within the division to keep all focused-on goals and objectives.
8. Develop a discipline plan that is consistent with the philosophy, mission, and beliefs of DSES.
9. Maintain communication with parents and community.
10. Collaboratively plan, apply, maintain, monitor, report, evaluate and conduct long range
11. planning for continuous improvement and financial support from federal, state, and private funding agencies.
12. Prepare for monitoring and accreditation visits.
13. Become familiar with and meet all school contract/grant compliance requirements and assist school staff to meet their compliance responsibilities.
14. Regularly review spending reports in relation to approved budgets. Decide if spending should be changed. Prepare/submit follow-up budget revision requests if changes are needed.
15. Responsible for inventory of school property, books and equipment.
16. Will be responsible in assisting with the development, with support staff and administration, an Individual Learning Plan (ILP) for each DSES student.
17. Will be responsible for ensuring that student records are following all requirements of the Tribe and Federal Government.
18. Will be responsible for ensuring the implementation of IEPs for Special Education students.
19. K-8 substitute K-8 teaching maybe entailed when necessary.

QUALIFICATIONS:

1. Bachelor's degree or master's degree in field of primary Education.
2. Experience in Administration of Education Programs.
3. Experience in preparing written projects and program plans.

4. Experience in employee supervision.
5. Prefer experience in reviewing funding source regulations, application requirements, funding criteria and application kits to determine changes to gain funding.
6. Prefer experience in writing successful funding proposals to at least four different funding sources.

EQUAL OPPORTUNITY EMPLOYER:

- ❖ Preference will be given to all Duckwater Shoshone Tribal members first, all other Indians second, and non-Indians third in accordance with federal requirements.

APPLICATIONS:

- ❖ Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or available at www.duckwatertribe.org
- ❖ **Applications must be completed, include a cover letter, resume and OFFICIAL TRANSCRIPTS.** Please make sure all questions on the application are completed.

Applications may be:

Mailed or Hand Delivered to:

Duckwater Shoshone Tribe
Attention: Shalene Mike-Collins, Human Resources
511 Duckwater Falls Road
P.O. Box 140092
Duckwater, Nevada 89312

Email to: hr.enroll@duckwatertribe.org

Revised: June 20th, 2024