

**LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION**

EXTENSION SCHOOL PROJECT DIRECTOR

Job Summary: The Project Director is the primary academic officer for the LWS Extension School and has the responsibility for the day-to-day operations of the school to ensure that the teaching/learning is carried out effectively in a highly academic manner. The Principal is supervised, directed, and evaluated by the Superintendent.

Job Responsibilities:

1. Monitor the development and maintenance of student records that include attendance, enrollment, student evaluations and assessments for all programs, academic achievement, and other appropriate student records.
2. Ensure educational/learning program compliance with accrediting agency standards and requirements of the LWS.
3. Ensure that all programs and services are appropriate in order to meet the academic, cultural, emotional, social, physical, creative and other needs of students.
4. Establish and implement activities designed to ensure that parents of students enrolled in the school have the opportunity to become involved as true partners in the education of the parents children.
5. Ensure proper and equitable administration of and provide direct oversight and implementation of student rights and responsibilities, and expectations of students as incorporated into the student handbook.
6. Develop and monitor the implementation of processes designed to consistently provide students with opportunities to be involved in decision-making on matters regarding students, programs, policies, procedures, activities, and other aspects of school operation, implementation, and evaluation.
7. Monitors student disciplinary referrals, actions and makes recommendations for disciplinary actions including suspensions and expulsions.
8. Monitors student health service program, counseling program activities, and participates in student IEP meetings.
9. Coordinates student and parent conferences, school climate assessments, and child protection referrals.
10. Conduct on-going informal and formal staff evaluation and develop and monitor improvement plans for all staff other than teachers.
11. Spends a minimum of 25-50% of time in classrooms (walkthroughs, observations, feedback).
12. Provide overall leadership reform for all school activities.

13. Provide supervision to all school personnel. Implement personnel disciplinary actions which are consistent with policies and procedures.
14. Present at all after school extra duty activities to ensure safety through appropriate supervision.
15. Assist in the recruitment and interviewing of the school personnel.
16. Conduct staff meetings to ensure participatory planning, development, problem-solving, decision-making, and other school improvement activities that include curriculum, assessment student input into planning and decision-making, extra-curricular activity options and resources, educational trend and research discussions, effective practices reviews, staff performance expectations, and other participative activities.
17. Monitors budget and assist in budget school activities.
18. Work with OST courts and parents on student enrollment, attendance, and truancy policies and procedures.
19. Complies with LWS Board policies and procedures in accordance with policy development procedures.
20. Approve requests for acquisition of learning equipment materials, supplies, programs, and other resources needed to continually improve the educational/learning programs.
21. Coordinates school assessment, reform, and improvement programs.
22. Adhere to the LWS policies and procedures.
23. Additional responsibilities as assigned by Little Wound School Superintendent.

Education/Experience/Certificates/Credentials:

1. A Ph.D. or EdD in education or related fields is highly preferred. A master's degree is required.
2. South Dakota Principal's Certificate in appropriate area or ability to obtain appropriate endorsement to serve in this capacity required.
3. Must have communication and organization skills.
4. Previous supervisory experience within a school, preferably as a principal is required.
5. Demonstrate an aptitude of competence for the assigned responsibilities.
6. Knowledge of South Dakota Teacher Certification rules and regulations.
7. Demonstrate interpersonal and public relation skills with the community.
8. Adhere to the LWS policies and procedures.
9. Knowledge of the Pine Ridge Indian Reservation, the people, culture, and traditions.