

# Blackwater Community School

## Job Description

*"Quality Education Begins Here"*

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**Job Title:** Principal  
**FLSA Status:** Exempt

**Department:** Administration  
**Approved by:** Board of Trustees  
07/15/2025

### SUMMARY:

The Principal is responsible to setting the vision for achieving and sustaining high levels of student achievement and strategically implementing the school's mission through effective leadership for all stakeholders, faculty, staff, students, parents and the Gila River Indian Community (GRIC). The Principal shall act in accordance with the policies, rules and regulations as established by the Board of Trustees (BOT) in addition to the laws and administrative regulations of the Bureau of Indian Education (BIE) and GRIC.

### Minimum Requirements:

Valid Arizona Teacher Certification  
Valid Arizona DPS Fingerprint Clearance Card  
Ability to Pass National Criminal Background Screen  
Arizona Principal's Certificate in Elementary and/or in K-12 grade level range

### Education and Experience:

Master's Degree in Education  
Three or more years of Supervisory experience preferred  
5 years of Classroom Experience  
Experience with Native American School Systems  
Experience in BIE and Arizona State Charter School systems preferred

### Essential Duties and Responsibilities Other duties may be assigned:

- Serves as the instructional leader for all staff and articulates a clear and compelling vision founded in strong and sustainable student achievement outcomes.
- Assists in developing school procedures and handbooks and provide oversight to ensure that stated rules and regulations governing student behavior are compiled with and enforced uniformly and consistently.
- Promotes public relations concerning student achievements and activities; publicizes student and parent events, programs, and extracurricular activities
- Effectively evaluates teachers' classroom management, instructional practice, professional development pursuits, interpersonal leadership skills, while identifying high and low-effectiveness performers, and provide clear and actional feedback, resources and support.
- Ensures that all employees are evaluated in accordance with the schedule established by the BOT.
- Provides opportunities for the staff to attend training for professional development to maintain and upgrade skills as the budget allows.
- Conducts regular staff meetings to assure effective and efficient program operations.

- Conducts duties and responsibilities in accordance with the BOT's approval Policies and Procedures, and other reporting policies and procedures of the Tribe, State, Charter and Federal Government.
- Keeps the community and the Tribe informed about modern educational practices, trends, and the policies, practices and problems in the school community.
- Assumes responsibility for the overall financial planning of the school and for the preparation of the annual budget, and submits it to the BOT for review and approval.
- Establishes and maintains effective controls for all expenditures of school funds in accordance with adopted budget, subject to direction and approval of the BOT.
- Provides suitable instructions and regulations to govern the maintenance of school properties, the safety and transportation of students.
- Oversees the processing and submission of required reports.
- Remains current on new legislation and implements laws to the best advantage of the school.
- Attends and participates in all meetings of the BOT and its committees, except when excused by the Board.
- Along with Board President, responsible for the preparation and posting of all regular and special board meeting agendas to be presented to the Board Clerk.
- Advises the BOT on the need for new and/or revised policies and informs/advises the BOT of change in statutes or regulations affecting the school.
- Prepares and submits to the BOT recommendations relative to all matters requiring BOT action, placing before the BOT such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- Completes and submits required reports to all funding authorities including Tribal, State, Charter and BIE.
- Acts on own discretion of action is necessary in any matter not covered by BOT policy, reports such action to the BOT as soon as practicable, and recommends policy guidance in the future.
- Maintains good public relations on and off campus and hosts Tribal officials/groups visiting the school.
- Identifies and writes grants to enhance School goals.
- Attends all school sponsored events.

### **Supervisory Responsibilities**

Determines assignments, defines the duties and coordinates/directs the work of all employees of the School.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to focus on solving conflict, no blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Skill in prioritizing and planning work activities, use time efficiently, set goals and objectives.
- Ability to observe safety and security procedures, reports, potentially unsafe conditions, use equipment and material properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to adapt to changes in the work environment and manage competing demands.

- Ability to exhibit confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Proficient knowledge of Internet software, Email software, spreadsheet software and work processing software.

### **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 frequently required to stand; walk; sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception ability to adjust focus.

### **Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing and 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 regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles and toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: