

P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

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**HOONAH CITY SCHOOLS BOARD OF EDUCATION**

**Friday, April 14, 2017**

**Special Board Meeting  
5:30 pm**

**Room 418**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (ESTABLISH QUORUM)**

**ADOPTION OF AGENDA**

**PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)**

**CORRESPONDENCE TO THE BOARD**

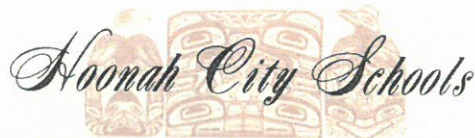
**DISCUSSION:**

**Consideration of a full-time superintendent vs. a superintendent/principal,  
including financial consequences of each alternative**

**ADJOURNMENT**

Posted: April 13, 2017



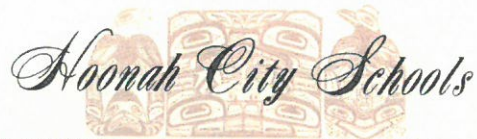


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### JOB DESCRIPTION

<b>Job Title:</b>	PreK-12 Principal	<b>Reports To:</b>	Superintendent
<b>FLSA:</b>	Salaried, Exempt	<b>Term:</b>	2016-17 School Year, # Days: 201
<b>Purpose:</b>	To provide management and administrative leadership to staff in a PreK-12 school that focuses on student success in a Pre-K-12 school that honors Lingit language and culture.		
<b>General Duties:</b>	<ol style="list-style-type: none"> <li>1. Directs the planning, supervision, development, and evaluation of personnel and school operation</li> <li>2. Provides leadership in improving instruction and increasing the quality of education.</li> <li>3. Supports an effective student activities program.</li> <li>4. Leads the staff to ensure students are prepared for work and careers in the 21<sup>st</sup> century.</li> <li>5. Facilitates the development and sustainability of a healthy school climate.</li> <li>6. Develops and implements programs with the Hoonah Community.</li> <li>7. Is responsible for reports related to the school, e.g., OASIS, Behavioral, 504, Title Programs, and grants as school related.</li> <li>8. Supervises and guides the school library.</li> <li>9. Oversees and supports Lingit language and culture program and works with the Hoonah Indian Association.</li> </ol>		
<b>Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Administers the school in conformity with the policies of the Hoonah City Schools Board of Education and statutes of the State of Alaska.</li> <li>2. Performs as District Test Coordinator</li> <li>3. Has the responsibility for planning and coordinating all phases of the school program.</li> <li>4. Responsible for timely student scheduling.</li> <li>5. Responsible for scheduling oversight of school counselor and Lingit language program.</li> <li>6. Works with the staff and families to formulate general school policies.</li> <li>7. Promotes good public relations in order to further the community's understanding and support of the education program.</li> <li>8. Assists in selection, retention, and promotion of certificated personnel, classified personnel, secretaries, and paraprofessionals as directed by the Superintendent.</li> <li>9. Makes provision for staff orientation, inservice training, supervision and evaluation as directed by the Superintendent. Is responsible for Fall return inservices.</li> <li>10. Responsible for teacher assignments, classroom assignments, preschool, school library, and the master schedule.</li> <li>11. Works closely with the School Secretary to organize a business like procedure to handle and control the school budget and all student data and reports.</li> <li>12. Supervises and approves the purchase of textbooks, equipment, and instructional materials within the restraints of the school budget and as directed by District curriculum.</li> <li>13. Controls all inventories, requisitions, distribution, and accounting for supplies, textbooks, and equipment.</li> <li>14. Controls and supervises the maintenance of all current student records.</li> <li>15. Develops staff handbooks, student handbooks, bulletin reports, reader board, school website as necessary or requested by the Superintendent.</li> <li>16. Reports serious accidents, burglaries, and incidents of an unusual nature to the proper authorities according to District Policies.</li> <li>17. Prescribes written rules and regulations for the management of the school and its employees. Assure that all handbooks are ready at the beginning of school.</li> <li>18. Conducts regularly scheduled staff meetings that are organized to promote clear communication and understanding between all levels of employees.</li> <li>19. Performs such other duties as may be assigned by the Superintendent.</li> <li>20. Prepares and implements ESSA grant.</li> </ol>		





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<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. Must possess an Alaska Type A &amp; B License with 5 years of successful teaching experience, and knowledge of ADA, 504, and Spec Ed preferred.</li><li>2. Three or more years of successful assistant principal experience.</li><li>3. The School Board is interested in someone interested in taking on the HCS superintendency.</li></ol>		
<b>Required Knowledge, Skills, and Abilities:</b>	<ol style="list-style-type: none"><li>1. Required decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.</li><li>2. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good community relations.</li><li>3. Requires ability to speak clearly and concisely both in oral and written communication. Organization of daily tasks is essential.</li><li>4. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.</li><li>5. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations and Alaska Teacher Code of Ethics.</li></ol>		
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	A Stevenson	Date/Time:	April 12, 2017

#### ACKNOWLEDGEMENT

<b>Incumbent:</b>			
I have read this job description and understand the duties and responsibilities of the position.			
<b>Signature</b>		<b>Date</b>	



# Hoonah City Schools

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## JOB DESCRIPTION

<b>Job Title:</b>	Superintendent	<b>Reports To:</b>	School Board
<b>FLSA:</b>	Salaried, Exempt	<b>Term:</b>	Year Around
<b>Purpose:</b>	The Superintendent executes board policy and exercises general supervision over the entire school District and all school employees; providing leadership in all areas of teaching and learning. The Superintendent is accountable to the Board for managing the District in accordance with the Board's policies while being committed to high academic standards for all students with a focus on improving student achievement, building a performance-based culture, supporting the continued development of teachers and leaders, and ensuring financial sustainability while providing a safe and secure environment for all.		
<b>Essential Duties &amp; Responsibilities:</b>	<p>Duties related to the Board:</p> <ul style="list-style-type: none"> <li>• Works with the Board president on the Board agenda. Attends and participates in all meetings of the Board and its committees.</li> <li>• Fully implements Board policies. Advises Board on the need for new or revised policies.</li> <li>• Directs the implementation of the District Strategic Plan.</li> <li>• Prepares and submits to Board recommendations relative to all matters requiring Board action.</li> <li>• Informs and advises Board of the programs, practices, and problems of the school.</li> <li>• Secures legal opinions when needed.</li> <li>• Prepares the budge with the business manager.</li> </ul> <p>Duties related to personnel management:</p> <ul style="list-style-type: none"> <li>• Communicates to the Board relative to personnel matters.</li> <li>• Directs staff negotiations with certified and classified bargaining units.</li> <li>• Selects and recommends for employment the best qualified and most competent candidates for employment in accordance with Board policy and procedure.</li> <li>• Assigns and defines the duties of all personnel, subject to Board approval and in accordance with the respective collective bargaining agreement.</li> <li>• Implements the newly-chosen performance evaluation system; directing the principal to ensuring all staff understands the instrument by which they are being measured.</li> <li>• Oversees for the evaluation of each staff member and identifies appropriate opportunities for continued professional development.</li> <li>• Directs employees to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.</li> <li>• Supervises methods of teaching, supervision, and administration of the schools.</li> <li>• Approves leave in accordance with Board Policy and the negotiated agreements.</li> <li>• Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of District employees.</li> <li>• Evaluates all exempt personnel.</li> </ul> <p>Duties related to business and business affairs of the District:</p> <ul style="list-style-type: none"> <li>• Seeks and identifies sources of income and funding.</li> <li>• Supervises the preparation and presentation of the annual budget and recommendation to the Board for approval.</li> <li>• Recommends budget revisions as need arises.</li> <li>• Administers the budget and keeps expenditures within approved limits.</li> <li>• Enforces requisition and purchase order policies and regulations.</li> <li>• Establishes control/inventory systems to account for district funds, supplies, and equipment in accordance with law and Board policy.</li> <li>• Establishes purchasing timelines and procedures for the school and school district.</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Makes all financial reports required by law or Board policy and prepares same for public release.</li> <li>• Analyzes the District's financial condition and presents the Board with proposals for meeting financial needs.</li> <li>• Provides for the annual audit of District accounts and business procedures.</li> </ul> <p>Duties related to non-instructional operations:</p> <ul style="list-style-type: none"> <li>• Helps Board to establish an adequate insurance program.</li> <li>• Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of school facilities, site, equipment, and transportation services.</li> <li>• Develops instructions and regulations governing the use and care of school properties for school purposes.</li> <li>• Recommends to the Board the sale(s) of all property no longer required by the District and supervises the execution of these sale(s).</li> </ul> <p>Duties related to educational leadership:</p> <ul style="list-style-type: none"> <li>• Superintendent will work to further the District's goals and objectives as they align with the HCSD Strategic Plan.</li> <li>• Communicates short and long-range activities to the Board.</li> <li>• All reports to the Board should include how Superintendent's actions address the District's goals and objectives.</li> <li>• Keeps public informed of the status of the schools and the District as a whole.</li> <li>• Works with State Department of Education and legislative leaders to promote the activities of the District.</li> <li>• Remains current on educational thought and practices by reading educational publications, attending educational conference, and visiting other school systems in the interest of improving the District's instructional program and overall operations.</li> <li>• Keeps Board and staff informed of new developments and significant events in the field of education.</li> <li>• Establishes and promotes good public relations in order to ensure the community's understanding and support of the education program.</li> <li>• Represents the District in working with outside agencies such as law enforcement, probation, child protective services, and other pertinent organizations, as needed.</li> <li>• Confers with professional and lay groups concerning school programs and submits suggestions to Board.</li> </ul>
<b>Other Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Submits to the Board a clear, detailed explanation of any proposed procedure that would deviate from established policy for discussion and Board approval.</li> <li>• Researches and presents to Board the need for unexpected/unbudgeted expenditures and potential funding sources.</li> <li>• Hears complaints against the schools and resolves controversies between employees or between employees and students or parents/guardians.</li> <li>• Performs other duties, and exercises such other authority, as may be required or conferred upon him/her by law or by the Board.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Current Alaska Type B Administrative Certificate with a Superintendent endorsement preferred or enrolled in superintendent study. Principal experience desired.</li> <li>• Type A certificate desired.</li> <li>• Masters or higher degree</li> <li>• 3-5 years' experience in educational administration.</li> </ul>





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<b>Required Knowledge, Skills, and Abilities:</b>		The following characteristics and physical skills are important for the successful performance of assigned duties: <ul style="list-style-type: none"><li>• Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.</li><li>• Ability to identify complex problems, manage organizational change, develop and evaluate options, and implement solutions.</li><li>• Excellent interpersonal and communication skills; both written and oral.</li><li>• Ability to work cooperatively with school and District leaders, staff, community, philanthropic partners, and local, state, and federal government.</li><li>• Ability to analyze data for trends and standard performance in various programs and to develop strategies for improvement.</li><li>• Ability to perform multiple job tasks.</li><li>• Knowledge of finance principles involved in budgeting, grants management, forecasting, and fund allocation.</li><li>• Understands long-range planning.</li><li>• Ability to attend meetings of the Board, other community and stakeholder meetings, etc.</li><li>• Ability to use technology including proficiency in email programs, MS Office suite, etc.</li></ul>	
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	A Stevenson	Date/Time:	April 12, 2017

#### ACKNOWLEDGEMENT

<b>Incumbent:</b>	
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**Signature**

**Date**