

Category: 1710  
 Exc. Qual. Std.: 59  
 Approved: August 12, 1991  
 Authority: P.L. 95-561

CHIEF SCHOOL ADMINISTRATOR

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 07  
 Maximum Pay Level: 08

DESCRIPTION OF WORK:

The Chief School Administrator is the administrative head of a large boarding school or off-reservation boarding school whose responsibilities far exceed those of a typical day or small boarding school operation. He/she has the major responsibility for coordinating and supervising the academic, homeliving, administrative, food services, transportation, and facilities management programs for the school and may include supervision and coordination of contracted or other federal programs, such as Indian Health Service or social services. This includes planning, developing, directing, conducting and evaluating all direct and support services in these areas. School programs include one or more of four learning levels: preschool school, elementary, intermediate, and secondary. The Chief School Administrator will have the responsibility of working with the school board to plan and develop internal program policies in major program areas; determining staffing requirements; planning material and facility needs; preparing budget estimates; and administering available funds including special funding for special programs.

LEVEL OF RESPONISBILITIES:

Under 200 06  
 201 to 500 students ADM 07  
 Over 500 students ADM 08

This job category is applicable only to boarding schools with more that 200 students ADM in the academic program. A majority of students must also be enrolled in the residential program. Unless these conditions are met, this job category will not apply. Initial establishment of a Chief School Administrator position an amended organizational charts requires the concurrence of the Director, Office of Indian Education Programs, prior to establishing and filling the position or converting a position to this title.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level	06	07	08
Education	Master's Degree or equivalent		
Experience (years)	04	05	06

A minimum of a Master's Degree with twelve semester hours in school administration or a six-year university administration program is required. In addition, appropriate state certification in school administration is required (principal or superintendent). Emergency and provisional certification may be accepted under the conditions they are issued by the state certification authority.

Qualifying experience will be in school administration, teaching, counseling or other professional education experience. At least, two years experience must have been as the principal of an Elementary/Secondary School. The remainder of the required creditable experience must be in administrative, teacher, counselor or other related professional education. One year of successful experience must have been equivalent to the 05 Level for the 06 Level; one year of successful experience must have been equivalent to the 06 Level for the 07 Level position; and one year of successful experience must have been equivalent to the 07 Level for the 08 Level position.

#### PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, corrective lenses permitted. Ability to hear the conversational voice, hearing aid permitted, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, the applicant must possess emotional and mental stability.