



CHIEF SCHOOL ADMINISTRATOR Hopi School System

OVERVIEW

The Chief School Administrator (CSA) will serve as the Chief Operating Officer and administrative leader of the Hopi School System, Central Administration Office, and all other offices and departments of the Hopi School System. This position will be overseen by and report directly to the Hopi Board of Education (Board) and will administer the policies and procedures of the Board and make recommendations on Board policies and educational programming. The Chief School Administrator must show an exemplary track record in school leadership and possess the skills to establish a culture of high expectations to guide staff and students to success.

Employee may work beyond the normal eight (8) hour daily schedule and be required to work flexible hours which include late evenings, weekends and holidays.

The work is performed in a standard office and school environment. Travel will be required. The noise level in the work environment is usually moderate to loud. Employee is frequently required to interact with staff, students, parents, Tribal officials, and the public.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Supervises and manages the Central Administration Office staff and assumes oversight responsibility of the Hopi School System, six (6) elementary schools, and the Hopi Junior Senior High School.
- 2) Oversee the administration of all programs of the Hopi School System, ensuring programs achieve the highest levels of service to Hopi School System students and the highest standards of school effectiveness.
- 3) Maintains a strong record of strategic planning, team building, and collaborative leadership.
- 4) Sets direction for parent, student, and community involvement and participation in the development, implementation, and evaluation of programs of the Hopi School System.
- 5) Provides direction for the development, use and evaluation of a Hopi culture and language-based curriculum and instructional program for the Hopi School System.
- 6) Oversee the administration of Hopi School System Policies and Procedures and the Hopi Education Code ensuring staff understanding and compliance with the same.
- 7) Reviews local schools' hiring practices and processes for school staff and makes recommendations to the Board.
- 8) Implements, monitors, and evaluates program activities to ensure that the activities are consistent with the Vision, Philosophy, Student Outcomes, and other goals established by the Board and are using resources effectively.
- 9) Assures Hopi School System program compliance with Accreditation and other standards as determined and established by the Board.
- 10) Provides for the direct supervision and evaluation of Hopi School System Principals, Business Manager, and assigned support program supervisors/coordinators/directors of the Hopi School System, provides a copy of each written evaluation to the Board.
- 11) Ensures that all employees are evaluated in accordance with the schedule established by the Board.
- 12) Monitors personnel, program, and student evaluation and assessment activities.

- 13) Reviews, develops, and administers the Hopi School System budgets in consultation with the Principals.
- 14) Provides direction for fiscal operations of the Hopi School System in compliance with fiscal policies and requirements of funding and granting agencies, in consultation with the Business Manager.
- 15) Monitors and assists with acquiring supplemental funding and programs to expand the financial and other resources of the Hopi School System.
- 16) Monitors the receipt, review, and approval by the Board of all financial, student data, and other reports, data transfers, and annual audits to be submitted to BIE, the Hopi Tribe, the public, and any other required entities.
- 17) Reviews and ensure compliance with contracts, budget proposals, and modifications prepared by Human Resources of the Central Administration Office.
- 18) Reports suspected cases of child abuse to the proper authority on the proper forms.
- 19) Prepares an "Annual State of Hopi Education Report" in consultation with pre-schools, local schools, local school boards, Principals, and the Board.
- 20) Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- 21) Keeps the Board informed of the activities operating under the Board's authority and responsibility.
- 22) Provides advisement, information, and recommendations to the Board on employee matters, including disciplinary actions, selection, and termination or non-renewal of employment.
- 23) Conduct duties and responsibilities in accordance with the Board Policies and Procedures, and certified financial accounting and reporting policies and procedures.
- 24) Provides written notice to the Board of any filed or potential litigation, mediation, or arbitration against any entity or employee of the Hopi School System.
- 25) Performs other related duties as assigned or authorized to achieve Hopi School System goals and objectives.

MINIMUM QUALIFICATIONS

- Education:** Master's Degree in Education or Educational Leadership; AND
- Certificate:** Valid and Current Arizona State Principal or Superintendent Administrative Certificate or ability to obtain one within ninety (90) calendar days of employment; AND
- Experience:** Seven (7) years of successful experience in education with at least five (5) years in a school administration position, and previous successful experience in serving as a school administrator in a BIE funded school is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of educational program development, program evaluation, fiscal operations, personnel supervision and evaluation, policy and procedure development and administration, staff training and re-training, educational trends and initiatives, long-range educational planning, and additional supportive skills.
- Knowledge of contemporary educational research and methods, instructional uses of technology, and processes and methods for developing school systems.
- Knowledge of best practices in teaching strategies.
- Knowledge of data assessment and disaggregation.
- Knowledge of school "district" rules of conduct and ethics.
- Knowledge of methods to increase parental involvement.
- Skill in visionary leadership and clear and effective verbal and written communication.
- Skill in human and public relations and establish trusting and respectful relationships with staff, students, and parents.

- Skill in researching, organization, and problem solving.
- Ability to improve student achievement and ability to plan and implement strategies for school improvement.
- Ability to coordinate and handle a variety of administrative functions.
- Ability to maintain strict confidentiality of records.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver’s license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Hopi Preference and Indian Preference in employment will be applied following the “Hopi Preference and Indian Preference” policy in Section 1.6 of the Hopi Education Code.

DESIRED

Ability to speak and understand the Hopi language and translate Hopi to English and vice-versa.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. The decision to provide reasonable accommodation will be on a case-by-case basis.

SALARY

Approved Certified Administrative Salary Schedule – Based on Education and Experience.

CHIEF SCHOOL ADMINISTRATOR

Hopi School System
 Supervisor: Hopi Board of Education
 Salary Range: DOE
 Contract Term: Twelve (12) months
 Classification: EXEMPT
 Revised 04/20/2026

REVIEWED BY:  DATE: 04.28.2026
 Department Director

APPROVED BY:  DATE: 4/28/2026
 Human Resources Director