



# MESCALERO "Apache" SCHOOL

P.O. Box 230, 260 White Mountain  
Mescalero, New Mexico 88340  
Phone: (575)464-4431 Fax (575) 464-0053



*"Mescalero Chiefs"*

## VACANCY

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### ELEMENTARY SCHOOL PRINCIPAL

#### Primary Function:

The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

#### Responsibilities:

- Developing and administering the general school routine, and coordinate all activities within the school building.
- Participating in the selection of new teaching and classified personnel.
- Observing, counseling, and motivating professional staff toward performances to attain the educational goals of MAS.
- Utilizing to the fullest extent possible, all available school facilities, materials, and staff service personnel.
- Continually evaluating existing programs and practices, curriculum content, and pilot or experimental programs.
- Maintaining an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students.
- Maintaining a standard of student behavior designed to command respect and minimize school and classroom interruptions.
- Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with Administration, subject area specialists, and faculty.
- Identifying intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents with staff services and special education personnel.
- Planning and submitting annual budget needs for the building to the Business Manger each year.
- Maintaining effective communication to keep the staff, students, and parents properly informed.
- Having school records available and up to date for ready reference and reporting.
- Planning and conducting faculty meetings and professional development as necessary.
- Interpreting and clarifying relationships between teachers, subject area chairpersons, and specialized personnel in accordance with MAS policy.
- Affecting or recommending changes which will lead to improved administration, supervision and opportunity for student development.
- Making recommendations to Administration on any matter which will improve the excellence of MAS.
- Actively participating and encouraging staff participation in parent-teacher and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors.
- Review, authorize, or disapprove instructional materials and equipment within the approved budget.
- Authorizing all requests for transportation needs.
- Maintain accurate budgeting records.
- Attending professional development conferences, seminars, and workshops in education and/or educational administration.
- Keeps current with technical advances at MAS.
- Performing all other acts reasonable and necessary to accomplish his/her primary function as requested by the Superintendent

#### Key Relationships:

- Position reports to the Superintendent
- Direct relations with all school staff, school administration, students, parents and community.

## **Minimum Qualifications:**

- Requires a valid New Mexico Public Education License endorsed in Administration.
- 5 years' experience as Principal
- Demonstrated ability to effectively communicate with the public and with school officials including employees.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

## **Term of Employment:**

- Eleven-month contract.
- Salary shall be in accordance with the salary schedule, years of experience and education.

## **Working Conditions:**

- Work is accomplished within a school environment.

***Position will be open until filled.***

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: [maschiefs.org](http://maschiefs.org)  
Applications can be returned by mail, fax to 575-464-0053 or emailed: [lindsey.pellman@mescalero.org](mailto:lindsey.pellman@mescalero.org)