



# Native American Youth and Family Center

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**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Many Nations Academy Principal

<b>Department/Program</b>	Many Nations Academy
<b>Compensation</b>	\$110,000 to \$125,000 per year
<b>Employment Status</b>	Regular, Full-Time, Exempt
<b>Benefits</b>	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
<b>Hours</b>	8 am to 5 pm with occasional evenings required
<b>Supervision</b>	MNA’s Assistant Principal and its five teachers (English Language Arts, Math, Science, Social Studies and Spanish Language)
<b>Reports To</b>	Chief Operating Officer
<b>Job Location</b>	5135 NE Columbia Blvd, Portland, OR
<b>Created/Revised</b>	June 2024

### Position Description

[NAYA Family Center](#) and its [Many Nations Academy High School](#) are excited to announce that we are hiring the Many Nations Academy’s next Principal. Many Nations Academy (MNA) is a highly successful and highly visible private alternative school contracted by Portland Public Schools. Annual enrollment at MNA has been stable at 50 to 60 students, but could grow, with the Principal’s thoughtful leadership. The MNA Principal has significant freedom to design curriculum and a learning environment that best serves students. This is a unique opportunity to build one’s vision of an urban Native high school.

The Principal role is at the NAYA Director level and serves on NAYA’s Leadership Team. The Principal reports to NAYA’s Chief Operating Officer. MNA’s Assistant Principal and its five teachers (English Language Arts, Math, Science, Social Studies and Spanish Language) report to the Principal.

NAYA offers an exceptional benefits package, including free medical, dental and vision insurance for employees (and affordable care for family), 401(k) retirement plan with 6% match, paid vacation and 14 paid holidays. This is a full-time, exempt role with work hours of 8 AM to 5 PM.

### Responsibilities

- Provide a culturally specific education that is centered on project and community based learning. Integrate culturally appropriate practices into the curriculum and learning environment.
- Guide teachers in establishing curriculum and pedagogy. Partner with teachers to evaluate the effectiveness of their curriculum.
- Take an active role in teaching. You might teach an elective or a core course, and even sub for your teachers when a substitute teacher isn’t available.
- Provide a trauma informed, relational, hands on approach to student guidance and discipline. Make difficult disciplinary decisions in an ethical and timely manner. Employ the principles of restorative justice.

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- Work hand in hand with NAYA's on site [College and Career Center](#) to ensure that each MNA student develops a postsecondary plan before graduating.
- Ensure that the MNA team is well integrated with the rest of the NAYA organization. This will best position MNA to help NAYA provide wraparound services to address food and housing insecurity, health issues, or other problems that prevent youth from being able to learn.
- Keep teachers motivated, emotionally strong and growing as professionals. Work with each teacher to establish a professional development plan that includes individual learning as well as team learning.
- Partner with a seasoned, highly capable Assistant Principal. Conduct weekly team meetings on Friday afternoons to ensure the smooth functioning of the team.
- Take an active role in fundraising for the school by writing grants and co-leading MNA's Annual Student Showcase which supports the MNA budget. Pursue previously identified funding opportunities, find new funding opportunities and write grants in partnership with the COO and NAYA's development team.
- Develop and maintain connections with mutually beneficial partners and educational institutions to maximize student opportunities, engagement and success.
- Lead the annual contract renewal process with Portland Public Schools.
- Within the first year, begin the reaccreditation process. Maintain the school's standing with the State of Oregon to continue to be allowed to operate as a private alternative school.
- Cultivate relationships with community and educational partners to maximize student opportunities, engagement and success.
- Execute the Many Nations Academy objectives set forth in [NAYA's Strategic Plan](#), e.g. see Strategy 2.4 on page 15.

## Additional NAYA Family Center Responsibilities

- Understand and adhere to client and resident confidentiality.
- Other duties as assigned by the Chief Operating Officer

## Qualifications

### Experience

- Ideally, you have work experience or lived experience in the Native community.
- You have at least five years' classroom teaching experience. Right now, you might be working in the classroom, in school administration/leadership or even as an Educational Director at a community based organization.
- You have high school teaching experience. You are confident in your ability to establish bonds quickly and appropriately with high school age youth. You vibe with teenagers and they are drawn to engage with you.
- Prior experience as a Principal is helpful but not required. This role might be right for someone who is ready to take the next step up in their career. You must, however, have had three years' experience leading a team of direct reports.
- Diverse experience in education is helpful, i.e. it's helpful to have experience as the Dean of Students or as an athletic or other coach. Experience in more than one type of school setting (private, public or charter) is also helpful.

### Certifications/Credentials

- You have Administrator licensure (in any state) or are willing to begin academic work towards licensure within the first year of employment.

### Skills

- You are a hands on person. You are adept at delegation but you don't mind doing tasks yourself, either. From providing first aid, to greeting youth as they arrive to school each day, to keeping classrooms in good working order, no task at your school is beneath you. You enjoy working alongside your team.

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- You are resilient and confident in your ability to respond to difficult situations and people, including parents. You don't avoid conflict, you walk towards it because you know that problems don't get resolved without dialogue.
- You have a high level of self awareness. You know how your words land with others and you know when you've made a mistake in an interaction. You are quick to apologize and repair a relationship when you've caused harm.

### **Work Location**

All work is performed in person at Many Nations Academy.

### **Physical Requirements**

- Required to sit for extended periods of time in meetings and at a desk.
- Occasionally lift up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Travel for Work**

This position does not routinely travel for work outside the Portland metro area.

### **Safety Considerations**

There are no safety considerations outside those associated with a typical school setting.

### **Other Requirements**

1. Valid Oregon or Washington driver's license and ability to be insured under NAYA's liability insurance policy, i.e. no more than one major driving violation in the last three years.
2. Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).
3. Must be fully vaccinated (or seek an exemption) for COVID-19 within 45 days of start date.