

## Stanley Hupfeld Academy Superintendent / Principal Combined Role

### **Job Goal:**

To inspire, lead, and direct every member of the SHA team, including instructional and support members to set and achieve the highest standard of excellence. The Superintendent/Principal will administer the use of all LEA resources with maximum efficiency and minimum waste so that each student enrolled in the school may be provided with an appropriate and effective education.

The Superintendent/ Principal will ensure implementation of board financial policies and approved procedures and will provide direction to and supervision of school business functions. The Superintendent/ Principal will encourage development and implementation of sound business practices and maintain efficient systems to support the administrative functions of the school.

### **Scope of Responsibility:**

Leadership and management responsibilities of the superintendent/ principal shall extend to all activities of the district, to all phases of the educational program, to all aspects of financial operations, to all parts of the property maintenance, and to conduct other duties as assigned.

### **Performance Responsibilities:**

- Assume responsibilities of the management of the school in accordance with law, administrative code, and board policies and regulations.
- Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
- Ensures that the goals of the school system are reflected in its educational program and operations.
- Provides for the timely completion of annual district and school level reporting and planning requirements including school report cards, student assessments, and a quality assurance report to the public.
- Provides for curriculum articulation among grades and between / among constituents and stakeholders.
- Ensures that all State and Federal reporting is done in accordance with the law and in a timely manner to ensure accreditation standards are met.
- Keeps professional, current and informed on issues that pertain to school business.
- Reports to the SHA Advisory Board monthly.
- Assumes responsibility for his/her continuing professional growth.

### **Personnel Administration:**

- Directs, mentors and supervises all personnel and hold them to the highest standards.
- Interviews, hires, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
- Develops recruitment and retention procedures to assure well-qualified applicants in professional and support positions.
- Annually evaluates all staff members.
- Ensures continuing professional development is completed by all staff members in accordance with the Oklahoma State law.
- Ensures that staff members are able to perform their job responsibilities.

### **Financial Management:**

- Prepares and ensures that the annual budget implements the goals of Stanley Hupfeld Academy.
- Ensures implementation of financial policies and procedures. Provides direction to supervision of school business functions. Encourages development and implementation of sound business practices and maintains an efficient office system.
- Ensure that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
- Manage Federal and State funding requirements including Federal Consolidated Application, Child Nutrition and any donations.

### **Scheduling:**

- Prepares and creates a master schedule for academic and extracurricular events.
- Approves and schedules teaching and support positions and builds schedules to maximize time on task.
- Plans, schedules and ensures that all accreditation standards are met on time.

### **Student Services:**

- Ensures that a system of free appropriate special education and/or related services are available to all students.
- Develops and oversees the intervention and referral services for all students.
- Enforces policies and procedures to ensure that the safety of all students is the primary mission of the school. This includes reporting child abuse and neglect as

outlined in state law, reporting chronic truancy and creating policies as needed to increase safety.

- Ensures access to public education for all students in accordance with state and federal law.

### **School Community Relations:**

- Promotes community support for the school.
- Communicates information to parents and community that is required by law.
- Creates a community of acceptance and support so that all stakeholders feel welcome.
- Identifies available community resources and links agencies that support education and healthy child development.
- Represents the school and its interest in community organizations, activities and projects.
- Notifies parents and the proper authorities as outlined in the law, if a student is conducting self-harm, abusing drugs or in the possession of a weapon.

### **Board Communication & Responsibilities:**

- Provides leadership in the implementation of the district's vision, mission and goals.
- Serves as a non-voting member of the SHA Advisory Board.
- Attends all Board Meetings and participates in a professional leadership role.
- Recommends drafts of new policies and changes to the board.
- Collects adequate reliable information before making decisions.
- Prepares the board agenda and recommends all matters requiring board action.
- Understands and knows the policies of the SHA Advisory Board.
- Provides communication to the SHA Advisory Board to keep them informed of any issues that may or may not require board action.
- Fulfills all statutory obligations and implement the educational law of the State of Oklahoma and the administrative code of the Oklahoma State Department of Education.

### **Policy Development:**

- As the chief executive, carries out the polices of the board, exhibiting commonsense in the implementation of policies and the interpretation of policy language.
- Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.

- Makes policies and procedures/guidelines available and enforces such to all school employees.
- Supervises the efficient maintenance and dissemination of all board policy documents.
- Acts on own discretion if action is necessary and reports actions to the SHA Advisory Board as necessary.

**Evaluation/ Terms of Employment:**

The SHA Advisory Board and the Charter Holder INTEGRIS Health will review the performance of the Principal/ Superintendent annually and put a corrective action plan in place if the requirements of the job are not conducted in accordance with State law.

**Terms of Employment:**

The Principal/Superintendent will be on a one-year basis as outlined in the annual contract. The Principal/Superintendent will give adequate notice to the SHA Advisory Board to ensure that the position can be filled with a qualified candidate.

WESTERN VILLAGE ACADEMY, INC., dba Stanley Hupfeld Academy at Western Village

BOARD OF DIRECTORS

MAY 5, 2025

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RESOLUTION TO UPDATE THE DIRECTORY OF BOARD MEMBERS AND OFFICERS

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WHEREAS, the Corporation wishes to elect and confirm for the 24-25 school year:

- Jessica Fraire as Voting Board Member

as new advisory council member to serve commencing with their election on May 5, 2025, and continuing until their successors have been elected and confirmed; and,

NOW, THEREFORE, BE IT RESOLVED: That the Board of Directors hereby elects and confirms Jessica Fraire, Voting Board Member to serve commencing with their election and until their successors have been elected and confirmed.

Approved by Sole Member:

INTEGRIS Ambulatory Care Corporation

Dated: May 5, 2025

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