



CIRCLE OF LIFE ACADEMY

35223 Mission Road
PO Box 447
White Earth, MN 56591
P:(218) 983-4180 F:(218) 983-3767



"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: K-12 Principal

Open: 05/29/2026

Location: W.E. Circle of Life Academy

Close: 06/12/2026

Pay: DOQ

Benefits: Full

Status: Full Time

Circle of Life Academy is currently seeking a qualified applicant to serve as the instructional leader and chief administrator responsible for the overall educational program, supervision and development of staff, student achievement, and day-to-day operations. This role ensures compliance with federal, state, and tribal laws and regulations, School Board policies, and school procedures. The Principal provides leadership in curriculum, instruction, and assessment to advance student learning aligned with Minnesota Academic Standards and school-wide goals. The Principal establishes and sustains a safe, inclusive, and culturally responsive learning environment that supports the academic, social-emotional, and behavioral success of all students. In partnership with staff, families, and the community, the Principal leads continuous improvement through data-informed decision making and effective resource management.

Outcomes:

Instructional and Curricular Leadership

- Demonstrates measurable annual gains in student achievement and academic growth aligned with Minnesota Academic Standards, as evidenced by local and state assessment results and progress monitoring data.
- Builds staff capacity through job-embedded professional learning and effective professional learning communities (PLCs), evidenced by implementation fidelity and improved instructional practices.
- Works parallel to the Director of Ojibwe Culture and Language to ensure that programmatic goals are successful.
- Drives alignment across the organization by clearly communicating the school's mission, vision, and goals and cultivates a shared commitment to excellence among all staff.

Support and Supervision of Teachers and Staff

- Implements a consistent instructional leadership cycle (classroom observations, feedback, coaching, and support) that improves instructional quality and student outcomes across grade levels and content areas.
- Conducts teacher evaluation and employment actions in accordance with White Earth Tribal policies and procedures, including timely evaluations, documentation, and improvement plans when needed.
- Ensure all teachers and paraprofessional meet the "highly qualified" requirement for Title funding.
- Makes staffing recommendations to the School Board, including but not limited to assignments, dismissals, non-renewals, etc.

Community and Relationship Building

- Maintains a safe, inclusive, and culturally responsive school climate, demonstrated by reduced behavior incidents, improved attendance, and positive student/staff/family climate data.
- Strengthens family and community engagement through regular two-way communication and participation opportunities, resulting in increased family involvement and improved stakeholder satisfaction measures.

Chief Administrative Operations

- Develops and manages the school budget with fiscal accountability, aligning resource allocation to instructional priorities and demonstrating adherence to district purchasing and finance procedures.
- Ensures compliance with federal, state, and tribal requirements, demonstrated by accurate and timely submissions, audit readiness, and timely corrective actions when applicable.
- Leads data-driven decision making and continuous improvement by establishing measurable goals, monitoring key performance indicators, and adjusting strategies based on evidence.
- Communicates and prepares reports for the Superintendent and School Board



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Knowledge, Skills & Abilities:

- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of and ability to follow the policies and procedures of Circle of Life Academy.
- Knowledge of Minnesota administrative licensure requirements and professional standards for school leaders, including ongoing compliance expectations.
- Knowledge of curriculum design, instructional best practices, and alignment to Minnesota Academic Standards across K-12 grade spans.
- Knowledge of assessment systems (formative, interim, and summative) progress monitoring, and interpretation of achievement and growth data.
- Knowledge of special education law and service delivery requirements, including IEP implementation, due process, and inclusive practices.
- Knowledge of teacher evaluation frameworks, supervision practices, and employment-related procedures.
- Knowledge of school finance fundamentals, budgeting, grants, and resource allocation aligned to instructional priorities.
- Knowledge of educational technology systems, data privacy expectations, and effective integration of technology to support teaching, learning and operations.
- Skilled in instructional leadership, including coaching, observation, feedback, and support for high-quality teaching and learning.
- Skilled in utilizing technology (computers, printers, phones, Google programs, Microsoft programs, online curriculum, online meeting platforms, etc.)
- Skilled in written and verbal communication with students, staff, family and community stakeholders.
- Skilled in conflict resolution and restorative/problem-solving approaches that strengthen relationships and maintain a positive school culture.
- Skilled in data analysis and use of multiple measures to identify needs, set goals, and monitor progress.
- Skilled in strategic planning and continuous improvement, including implementation planning, monitoring, and adjustment of initiatives.
- Skilled in personnel management, including hiring, onboarding, supervision, evaluation, and staff development.
- Skilled in community relations and partnership development to support student success and school improvement priorities.
- Ability to lead effectively by building shared understanding, establishing clear expectations, and sustaining implementation over time.
- Ability to build collaborative teams and a culture of collective responsibility through effective facilitation and shared decision making.
- Ability to make sound, timely decisions using policy, data, professional judgement, and consideration of student and staff needs.
- Ability to manage multiple priorities and operational demands while maintaining focus on instructional improvement and student outcomes.
- Ability to foster equity and inclusion by identifying and addressing barriers, ensuring culturally responsible practices, and supporting the success of each learner.
- Ability to maintain professionalism, confidentiality, and ethical conduct in all aspects of leadership and school operations.



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Qualifications include:

- Valid Minnesota Principal Licensure
- Master’s degree in Educational Leadership, Educational Administration, or a closely related field
- Minimum of 5 years of successful K-12 teaching experience (or equivalent experience as determined by COLA)
- Demonstrated leadership experience in a school setting (e.g. Assistant Principal, Dean, Instructional Coach, Teacher Leader, or comparable role)
- Valid MN Driver’s License and Insurance for travel between sites and other business-related travel.
- Must pass criminal background check and drug test.

Send applications to:

Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

Download applications at:

<https://www.whiteearth.com/>

<https://cola.bie.edu/>