

JOB POSTING

Position: Dulce Independent School District Superintendent

Location: The Dulce Independent School District # 21 (DISD) Located in the Jicarilla Apache Reservation in north-central New Mexico on the eastern edge of the San Juan Basin. Dulce Independent Schools are in the Northwest Region along with 15 other districts. The town of Dulce borders the Colorado Stateline with the nearest cities: Farmington, NM (85 miles), Albuquerque, NM (150 miles) and Pagosa Springs, CO (33 miles)

Salary: Based on Salary Schedule, negotiable and commensurate with experience.

Population: Native American Community-Jicarilla Apache

Students: Enrollment estimated at 600 students, elementary, middle school, and high school, predominantly of the Jicarilla Apache Nation.

Recreation/Activities Available: Fishing, hunting, hiking. Modern/State of the art Recreational/Community center opening soon.

Housing: The District offers subsidized housing for a minimal monthly cost to school employees.

Dulce Independent School District is accepting applications for the position of Superintendent of Schools.

The five-member Board of Education seeks a visionary and student-centered instructional leader who can serve as a catalyst to active learning for a diverse student population. The successful candidate must possess the following qualifications: The candidate will be required to direct and manage the Dulce Independent School District by providing vision and leadership. The candidate will oversee all aspects of the district's operational policies, objectives, and initiatives. This position is responsible for the attainment of short-and long-term financial and operational goals. They must demonstrate success in innovative practices in teaching and learning and in serving English Language Learners, economically disadvantaged, and special needs children. The candidate must be a strong communicator who is culturally sensitive, must possess proven abilities for consensus-building among all stakeholders and empowering a community in support of our school. The candidate will be the community's educational advocate who has high standards for integrity and trustworthiness in all decision-making. They must consistently serve as a role model for students and staff, be approachable and available to work with others, and understand the reality of staff and the classroom. The incumbent must also have proven ability to work collaboratively with the School Board of Education, unions, and the business community in advancing the district's vision, mission, and goals. The Superintendent must also have the ability, to promote productive efficiency of employees, a safe working environment, and managing the work unit in keeping with applicable laws and the Dulce Independent School Board policies, guidelines, and

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EEO/affirmative action policies. Performs advanced accounting functions in maintaining the fiscal records and systems as required.

Description of Responsibilities:

- Serve as Chief Executive officer of the Dulce Board of Education, leader and accountable officer for all personnel of the school district and liaison between those personnel and the Board; makes administrative rules in accordance with the policies of the Board and law, and decides all matters of administrative and supervisory detail in connection with operation and management of the school district.
- Administer the local Board policies, State and Federal regulations, and delegates responsibilities to subordinates as he/she deems necessary
- Attend all meetings of the Board, unless he/she delegates a representative to attend such meetings
- Accept responsibility for the administration of or the delegation of administrative duties as detailed in a written management plan for the following tasks:
 - Assessment of instructional program and fiscal needs
- Ensures that all students are supervised at all times.
- Development, implementation, and evaluation of Educational Plan for Student Success (EPSS)
- Development and implementation of curriculum, inclusive of alignment and benchmarks, standard based education, and performance standards/assessments
- Provision of leadership for educational development and in-service education of staff.
- Instructional improvement for students and staff
- Assessment to determine attainment of district level educational goals
- Evaluation of all district employees through designee(s)
- Development, publishing and provision of staff training for implementation of procedures for Emergency and Disaster Preparedness Plans
- Accounts for District's budget and its management through the Business Manager
- Accountable for student learning, district business, budget management, expenditure of funds, dissemination on information and district communications
- Make recommendations of the Board of Education on all official district business exclusive of employment, re-employment, assignment, of faculty/staff to employment classification, transfer, discharge, and termination of all licensed and non-licensed employees
- Direct administrative staff to evaluate and assist teachers and all other employees
- Oversee that students are classified, assigned, and monitors the promotion of students
- Oversee the assessment of the instructional program and the evaluation of curriculum, textbooks, and makes recommendations to the Board
- Establish an atmosphere which will:

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- Promote communication with faculty, staff, students, parents, and community
- Will promote a mutual understanding of the concerns, opinions, and feelings of each group
- Direct the preparation and development of an annual budget through the Business Manager and approve all purchase orders
- Direct and approve, in accordance with law, Policies and Guidelines of the Board, through the business office personnel, purchases, expenditures, and investments, within the limits of the budget
- Direct studies or surveys of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to ensure timely decisions by the Board regarding the need for maintenance, construction and renovation projects; (District-wide Maintenance Plan and Master Facility Plan)
- Represent the district in dealings with other school systems, social institutions, business firms, government agencies, and the general public.
- Keep Board of Education informed through oral and written reports
- Keep the public informed through media, or newsletter about modern educational practices, educational trends, and the practices and problems in the school district
- Ensure the school patrons and public are informed and involved in the acquisition, planning and development of school facilities and that students are provided with adequate facilities which conform to State and Federal mandates
- Comply with Educational Standards, Reform Acts, State Statutes, Federal Laws and Public Education (NMPED) Rules and Regulations
- Develop and implement District Management Plan
- Account for instructional programs, school plant, equipment and other services inclusive of the operation and management of the school district.
- Approve all In-Service Training Sessions
- Develop Performance Plans and evaluate all administrators and other personnel through proper administrative staff
- Provide administrative training sessions
- Account for the District-wide Accountability Report
- Direct the preparation of a District-wide Needs Assessment Survey
- Appoint an Advisory Committee(s) or Task Force Committee(s) as required, and provide periodic reports of the activities of these committees
- Perform other assigned tasks as required by the Board of Education

Required Experience: Possess or is eligible for New Mexico Administrative License, Minimum of four (4) years of successful experience in public school administration (superintendent or associate superintendent experience preferred); minimum of six (6) years teaching experience at any level; demonstrated experience with dual-language/bilingual education; strong budgeting background preferred; working knowledge of New Mexico and federal educational statutes and regulations.

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How to Apply: Candidate must submit applications online on AppliTrack System where all submission requirements are listed at

<https://www.applitrack.com/dulceisd/onlineapp/default.aspx?all=1>

Closing Date: **Open until filled DISD prefers on-site/in-person interviews.**

For information on Dulce Independent Schools including more information on employee benefits contact Melody Gomez @ mgomez@dulceschools.com – Phone 575-759-2950; Fax 575-759-3533 ~ PO Box 547, Dulce, NM 87528

Dulce Independent School is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Note: All resumes, applications and other materials submitted for the position are subject to the New Mexico Public Records Act. Applicants' names cannot be held in confidence. Letters of reference are not subject to disclosure under the New Mexico Public Records Act and will not be publicly disclosed.