
Position: Superintendent

Supervisor: Bernalillo Schools Board of Education

General Job Description:
Per NMSA 22-5-14 LOCAL SUPERINTENDENT – The local superintendent is employed as the chief executive officer of the school district.

Essential Duties and Responsibilities:

- Plans, manages, and evaluates all the departments and programs of the district.
- Initiates and directs the development of policies for the approval of the Board.
- Manage the provision of instructional services/safety during times of crisis or pandemic.
- Delegates such responsibilities to district administrators and subordinates as he/she may find appropriate.
- Directs staffing of administrative, instructional, health, maintenance, custodial, and transportation positions.
- Organizes, leads, and directs the administrative staff, principals, and special committees.
- Recommends establishment and changing of school boundaries based on population distribution.
- Recommends the assignment, transfer, promotion, demotion, or termination of all employees of the district.
- Recommends the assignment, classification, promotion and suspension of pupils.
- Directs the planning, supervision, and controlling of budget, purchases, disbursing, and accounting.
- Supervises and evaluates the delivery of instruction.
- Coordinates the public relations program through use of news agencies, citizen and parent-teachers groups, professional staff, and the Board of Education.
- Recommends the selection of instructional materials.
- Keeps the Board fully informed of the status of the Bernalillo Public Schools and the various programs being undertaken.
- Formulates the proposed salary schedules for certified and support staff.
- Advises the Board on need for school sites and facilities.
- Complies with and enforces requirements, regulations, and policies of: State Law, State School Law, Public Education Department, BPS Board of Education, North Central Association, New Mexico Activities Association and the Administration.
- Provides professional staff with:
  - Timely information and communication.
  - Timely responses to requests.
  - Timely action upon recommendations.
  - Clear job duties for responsibilities and accountability.
  - Opportunities for dialogue, input, and decision making for clarity of responsibility and accountability.
- Adheres to all stipulations in Board Policy Code of Ethics and Code of Conduct.
- Directs the implementation of the Employee Labor Relations Policy in collaboration with local unions and associations representing district employees.
- Directs the implementation of district professional development activities and serves as a role model for professional development by attending regional, state, and national conferences and workshops if funds are available.
- Acts as hearing officer or hearing authority for the purposes of hearing or reviewing facts, deciding appropriate disciplinary action, or reviewing disciplinary action of other designated or authorized administrators, consistent with procedures established by state law or regulation or Board policy. Instances in which the Superintendent may exercise such delegation of authority include, but not limited to, acting as hearing authority, review authority, or disciplinarian in hearings involving long-term suspension or expulsion of public school students pursuant to the provisions contained in NMAC 6.11.2, or such successor regulations as the Public Education Department may adopt. The Superintendent may designate other administrators to perform any of such functions as allowed under the regulations.
- Promulgates and reviews grievance resolution procedures as set forth in Board policy and determines whether particular issues are not subject to such grievance procedure. The delegation of authority provided herein may not be used in a manner contrary to state law or regulation or to deny any student or employee rights to which he or she may otherwise be entitled. The Board may expand the delegation prescribed
herein in appropriate circumstances. The enumeration of delegated authorities to the Superintendent shall
not be construed to limit the authority of the Superintendent authorized by state law or to take such further
actions as may be necessary to administer school district programs or to execute Board policy, unless such
authority is reserved to the Board by state law.

- Maintains an instructional program to extend from the three and four year old level through the twelfth grade
  which will be broad and varied enough to meet the educational needs of all educable pupils as defined by
  state law and as being the responsibility of the district.
- Utilizes skills working through news media, community organizations/associations, district staff, and parents
  of district students, school/community partnership and/or collaborative projects.
- Ability to demonstrate cultural intelligence in working with diverse
  communities.
- Communicates effectively both orally and in writing.
- Prioritizes, organizes and manages time.
- Utilizes knowledge of the Laws governing the operations of public schools.
- Maintains a program of special education for exceptional children as is generally provided for and in
  accordance with policies and plans of the New Mexico Public Education Department reflecting the needs of
  the pupils of the district.
- Develops an organizational chart, in concert with the Board, which assigns responsibilities to the
  superintendent and staff in definite, but broad, general terms.
- Develops the agendas for all Board meetings.
- Develops resolutions for all Board elections, such as bond elections, mill levy elections, and Board member
  elections.
- Plans and conducts administrative meetings.
- Directs the maintenance of school facilities and equipment.
- Ensures that school patrons and the public are informed and involved in the acquisition, planning, and
  development of school facilities, and that students are provided with adequate facilities which conforms to
  state and federal mandates.
- Develops and implements policies and procedures for student safety.
- Uses student achievement data to make instructional decisions.
- Demonstrates use of technology.
- Perform, in addition to the above duties, such other duties as may be required by the Board.

Qualifications:

- Master’s degree.
- Valid New Mexico administrative license as required by the State of New Mexico.
- Ten years of experience in public school administration and supervision preferred.
- Minimum of two years of district office administrative experience preferred.
- Demonstrate, by suitable experience, that he/she is capable of leading a staff and community in a
  continuous program of school improvement.
- Valid Driver’s license and Insurance.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

* - All BPS Positions are Subject to Funding