ZUNI PUBLIC SCHOOL DISTRICT #89

JOB POSTING

The Zuni Public School District (ZPSD) is seeking a highly qualified candidate to serve as its next Superintendent to act as the Chief Executive Officer, implementing the Zuni Board of Education’s vision by creating policies, procedures, and programs that fulfill applicable federal, state, and Zuni Tribal requirements while providing the best possible education for every student.

ZPSD serves approximately 1,226 students in four schools: Shiwi Ts'ana Elementary, (grades PreK to 5), Zuni Middle School (grades 6-8), Zuni High School and Twin Buttes Cyber Academy (grades 9-12). For more information about ZPSD, visit ZPSD Recruitment - Zuni Public School District.

Interested applicants should apply by April 2 online and submit a cover letter, resume, references and video (3-5 minutes) describing why they are the best candidate for the job (including their leadership style) and why they want to work at ZPSD specifically.

Zuni Public School District - Frontline Recruitment (applitrack.com)

JOB DESCRIPTION

Position: Superintendent
Reports to: Zuni Board of Education
Site: Central Office
FLSA Status: Exempt
Contract Length: Negotiated Contract
Salary Range: $120,000 to $135,000 based on experience

Overview:

The Superintendent will act as the Chief Executive Officer of the Zuni Public School District (ZPSD), implementing the Zuni Board of Education’s vision by creating policies, programs and procedures that fulfill applicable federal, state, and Zuni Tribal requirements while providing the best possible education for every student.

Desired Qualifications:

- A Master’s degree in education or equivalent field
- A valid New Mexico Administrator’s License
- A valid New Mexico Level 3B Administrative K-12 License
- A valid New Mexico Level 3B Teaching License
- A minimum of three years of administrative experience at the local, tribal, regional or state level as Superintendent preferred
• At least three years as a Principal and/or Central Office Administrator preferred
• At least three years of experience as a Classroom Teacher preferred
• Knowledge and experience in organizational management and educational leadership, especially with collaborative leadership strategies that support effective site based leadership and management
• Knowledge and experience with working with Native American populations and communities
• Ability to build and promote effective relationships with parents, students, staff, tribal council, and the public or community
• Strong critical thinking, verbal, written, interpersonal communications presentation and fiscal management skills
• Ability to understand, interpret and respond to legislative policies, laws and proposals
• Understanding of New Mexico Public Education Department (NMPED) policies, positions, initiatives with ability to advocate for the district with committees, departments and leadership
• Knowledge of technology and financial management to support budget development and district performance

**Duties/Responsibilities:**

**General Management**

• Assumes the role of Chief Executive Officer of the School District for the Board and exercise supervision over all the public schools and the employees of the District
• Collaborates with Board members to set goals and to develop a unified mission for the District, presents this mission to faculty, staff, and community stakeholders
• Determines assignments, define the duties, and coordinate the work of all employees of the District
• Assumes responsibility for establishing operational plans and processes that reflect an understanding of the school finance, resource allocation, and systems management so that progress can be monitored and adjustments made when necessary
• Complies with the state-approved Code of Ethics of the education profession and upholds and enforces rules, administrative directives and regulations, school board policies, and Tribal, state and federal regulations.
• Advises the Board on the need for new and/or revised policies
• Provides timely advice to the Board on the implementation of changes in statutes and/or regulations affecting education
• Informs and advises the Board about programs, practices and problems within the district and keep the Board informed of activities operating under the Board’s authority
• Prepares and submits to the Board of Education, recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions
• Develops and implements rules and regulations in keeping with the Board Policy
• Attends and participates in all meetings of the Board and its committees, except when excused by the Board
• Performs additional duties pursuant to the executive leadership of the District, as required by the Zuni Board of Education

Financial Management
• Supervises the preparation of the annual budget and submit to the Board of Education for review and approval
• Supervises the scheduling of community budget meetings to present and interpret the District budget and finance to the District staff and community
• Seeks and applies for new sources of revenue for programming and development that aligns with the District’s strategic plan and educational priorities.
• Assists and supports the development of federal and supplemental grant programs and personnel

Curriculum and Instruction Management
• Supervises the planning and design of the curriculum and the development of the strategic plan that is standards-based and enhances teaching and learning in multiple contexts, including Zuni language and culture
• Studies and revises, together with staff, all curriculum guides and courses of study, on a continuing basis
• Implements an instructional plan that includes research findings and instructional strategies, instructional time, advanced electronic technologies, and resources to maximize student learning outcomes
• Applies research findings and best practices on integrating curriculum and resources for multicultural sensitivity and assessment strategies to ensure that all students achieve at high levels
• Coordinates and maintains the evaluation of the educational program and services
• Ensures that all students are supervised
• Researches and promotes prevention and intervention programs to support students and parents
• Promotes and supports collaborative leadership strategies and site/school based management to ensure positive student outcomes
• Coordinates review and revisions of 90 day plans that are submitted to NMPED
• Conducts Student Disciplinary Hearing as referred by School Principal
• Remains current on new legislation and implement those laws to the best interest of the District

Operations and Human Resource Management
• Communicates to employees, the actions of the Board and receive from employees, all communication to be made to the Board in a timely manner
• Supervises the development of systems for the recruitment, employment, evaluation, in-service, development, compensation, and benefits for all district staff
• Hires, assigns/re-assigns, terminates, and discharges employees of District, including adjust salaries when appropriate
• Ensures that all employees are evaluated in accordance with the schedule established by the Board and the State
• Supervises the establishment and maintenance of efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the board
• Ensures the maintenance of adequate records for the schools, including financial accounts business and property records and personnel, school population and academic records
• Provides suitable instructions and regulations to administer the maintenance and accountability of District properties
• Provides appropriate guidance for the use of ZPSD buildings and grounds
• Recommends improvements, alterations and changes for District school sites, buildings and equipment
• Ensures all reports for the school district are processed and submitted according to established guidelines
• Assumes responsibility for compliance and awareness of Tribal, state and federal rules and regulations to include but not limited to Board Policy, Union Contract, OSHA, NMAA, ADA etc.
• Asserts leadership in times of civil disobedience in the District in accordance with established Board Policy
• Develops and implements plans for dealing with emergencies and takes the necessary steps in time of emergency to safeguard students, staff, residents and school district property

Community and Public Relations
• Acts as the main representative of and spokesperson for the District. Keeps the public informed on the operation and status of the educational system
• Acts as chief public relations agent for the District
• Communicates and collaborates with the Zuni Governor and Tribal Council on District initiatives
• Collaborates with Indian Education committees and other community groups to assure that student, parent and family needs are met
• Works with local employee union

Physical Functions:
• Sit, talk and listen for long periods of time
• Use repetitive hand, arm and finger motions
• Travel as necessary to conferences, seminars, trainings and meetings
• Attend meetings during the day and in the evening at various locations in and out of the District
• Read information in various formats, research information and present information in oral and written form
• Speak publicly to groups of different sizes and discuss issues at hand
• Lift up to 40 pounds on occasion, 20 pounds frequently
• Walk for short distances on even and uneven surfaces
• Work in an office environment with varying temperatures and noises
• Operate equipment with finger(s), hand, foot, and eye coordination

Mental Functions:

• Must be able to handle stress, work under pressure of deadlines, interruptions and frustrations
• Must be able to handle difficult people and difficult situations work on conflict resolution, and problem solving
• Lead people by collaboratively creating, brainstorming, team building and project management
• Must be able to assess situations, make decisions, and provide direction
• Must be able to utilize and analyzes mathematical strategies
• Must be able to organize test data, information, and disseminate to appropriate venue
• Must be able to monitor projects, assignments, and data to ensure work is being completed correctly and meets timelines
• Must be able to analyze data, provide input, and articulate the need for changes.

Essential Equipment:

• Operate computer, phone, fax, scanner, printer, calculator, smart board, etc.
• Operate a vehicle and hold a valid driver’s license