

San Jon Municipal School District
is an Equal Opportunity Employer.
We celebrate diversity and are committed to
creating an inclusive environment for
all employees and students.



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Position Title: Superintendent of Schools 2025-26SY

Location: San Jon Municipal School

Salary: Negotiable dependent on experience

Application Deadline: All materials must be received by March 14, 2025

About Us: We are a small, rural school located in Eastern New Mexico; an average student population of 125 PreK through 12, with room to grow.

Position Overview: The San Jon Municipal School is seeking an experienced, visionary, and dynamic leader to serve as the Superintendent of Schools. The successful candidate will be responsible for providing leadership, direction, and oversight for all educational programs and operations within the district. This individual will work collaboratively with teachers, staff, parents, and the community to foster a positive learning environment and enhance student achievement.

Key Responsibilities:

- Provide strategic leadership in the development and implementation of the district's educational vision and goals.
- Manage the overall operations of the school district, ensuring compliance with all applicable laws and policies.
- Oversee budget preparation and resource allocation to support educational initiatives.
- Recruit, mentor, and develop administrative staff and educators to promote professional growth.
- Engage with community stakeholders, fostering relationships and promoting transparency.
- Utilize data to drive decision-making and improve student performance.
- Advocate for the district's needs at local, state, and national levels.

Qualifications:

- Valid NM Public Education Department Administrative License (or the ability to obtain licensure prior to the first contract day).
- Administrative experience required.
- Strong communication, interpersonal, and organizational skills.
- Establish and maintain a strong relationship with the Board of Education.

Application Process: Interested candidates should submit the following materials:

- A cover letter outlining your vision for education and leadership style.
- A current resume outlining education experience to include former supervisors listed in the experience section.
- Copies of relevant certifications and degrees.

Please submit application materials electronically to Stacy Wooten-Kent
by 5:00pm MST on March 14, 2025.
Email: swooten@sanjonschools.com

Questions can be referred to: Board President, Frank Gibson (575)403-6880