



Title: Superintendent of Schools	Work Unit/Location: Central Office	Reports to: EPS School Board
Contract Length: 12 Months	Pay Schedule: District Administrator	Overtime Status: Exempt
Hours: Hours required to accomplish the job; minimum 40/week	Union Status: Non-Union	Licensure: Valid New Mexico Level III Administrator License

General Job Function:

As the Chief Executive Officer of the district, the Superintendent is directly responsible to the Board of Education and is charged with the effective and efficient operation of the school district in alignment with state statutes, Board policies, and the strategic goals of the district.

The Superintendent shall provide strong leadership in all areas of district operations, including curriculum and instruction, fiscal planning and oversight, personnel administration, facilities management, and community relations. This role requires an individual who is committed to academic excellence, equity, transparency, and the continuous improvement of educational outcomes for all students.

Education/Training/Experience: Minimum:

- Valid **New Mexico Administrator License** (or eligibility to obtain one).
- Proven **leadership experience** in a PreK–12 educational setting, including instructional leadership, fiscal management, and organizational operations.
- Strong understanding of **New Mexico Public Education Department (PED)** policies and compliance requirements.
- Demonstrated ability to lead with **vision, integrity, and accountability**.
- Excellent communication and interpersonal skills, with the ability to engage staff, families, and community members.
- Commitment to fostering a **safe, supportive, and inclusive** school climate.

Knowledge/Skills and Abilities:

- Deep knowledge of **curriculum development, educational innovations, and student achievement strategies**.
- Experience with **school improvement planning, budget development, and staff performance evaluations**.
- Strong relationship-building skills with a focus on collaboration and continuous improvement.
- Familiarity with **New Mexico's Content Standards and Benchmarks**.



- Evidence of effective Board relations and stakeholder engagement.
- Background in rural and multicultural school communities
- Knowledge of New Mexico Athletics Association regulations
- Knowledge of the local culture

Key Responsibilities

In accordance with New Mexico State Statute (HB 212) and local policy, the Superintendent shall:

- Implement all policies and educational directives of the Public Education Department (PED) and the Board of Education.
- Serve as the instructional leader and oversee the development, implementation, and evaluation of a comprehensive PreK–12 instructional program aligned with New Mexico standards and the district’s Educational Plan for Student Success (EPSS).
- Direct the preparation, presentation, and administration of the annual district budget; ensure sound financial management and full compliance with the New Mexico Procurement Code.
- Manage the recruitment, hiring, assignment, evaluation, and professional development of all district personnel, ensuring alignment with the district’s mission and goals.
- Maintain regular communication with the Board of Education and ensure the timely provision of information related to finances, personnel, facilities, legal matters, and instructional programs.
- Foster a positive, collaborative relationship with parents, staff, students, and community stakeholders.
- Represent the district in legislative, community, and media forums to advocate for public education and pursue additional resources to support student achievement.
- Ensure that district facilities are maintained to promote safety, functionality, and a positive learning environment.

Salary: The Board of Education will offer a **competitive compensation package** commensurate with experience and qualifications. Benefits include health insurance, retirement contributions, and other district-sponsored benefits as defined in the employment contract.

Contact & Closing Date

- **Contact Name:** Elizbeth Lucero - Director of Human Resources
- **Phone Number:** 505 901-2142
- **Closing Date:** 5/17/2025