



## **MESA VISTA CONSOLIDATED SCHOOLS JOB DESCRIPTION**

**TITLE:** Superintendent

**EDUCATIONAL QUALIFICATIONS:**

1. MA in Educational Administration
2. New Mexico Educational Administration License

**REPORTS TO:** Mesa Vista Consolidated School Board of Education

**ESSENTIAL JOB FUNCTION:** (performed with or without reasonable accommodation) to provide leadership in developing, achieving, and maintaining exemplary educational programs and services to the children of the district.

**KEY RESPONSIBILITIES:**

1. Administers the Board's policies.
2. Attends, or designates a representative to attend all Board of Education meetings, except during the time when the superintendent's appointment of salary is under consideration.
3. Make recommendations to the Board on all official district business including employment, re-employment, dismissal and assignment of faculty and staff.
4. Accounts to the Board, through written and oral reports, for the instructional program, budget management, school plant, and equipment.
5. Establishes an atmosphere, which will (1) promote communications with faculty, staff, students, parents, and community and will (2) promote a mutual understanding of the concerns, opinions, and feelings of each group.
6. Develops and implements a management plan which identifies tasks to be performed and responsibilities to be met by each administrative and supervisory staff member in the district.
7. Accepts responsibility for the administration of or the delegation of administrative duties as detailed in a written management plan for the following tasks at the district level:
  - a) Assessment of instructional, program, and fiscal needs.
  - b) Development and implementation of curriculum.
  - c) Provision of leadership for educational development and in-service education of staff.
  - d) Instructional improvement for staff and students.
  - e) Assessment to determine attainment of district level educational goals.
  - f) Evaluation of all district employees
  - g) Development, publishing, and provision of staff training for implementation of procedures for emergency and disaster preparedness plans.
8. Provides all records and reports consistent with laws and regulations concerning use of student private records, required by the State Board of Education and its delegated executive officers.
9. Appoints advisory committees as required and require periodic reports of activities of those committees.
10. Ensures that staff who will use the facility are consulted when new construction or remodeling is planned.

11. Files copies of the district's staff, principal, and administrator performance evaluation plans and any modifications made to these plans with the State Department of Education.
12. Maintains documentation that the principal of each school has been evaluated and has demonstrated the essential principal competencies as adopted by the State Board of Education. Evaluation by the staff shall be one component of the evaluation tool developed.
13. Maintains documentation that the non-principal administrators have been evaluated by the appropriate supervisor and have demonstrated the administrator competencies as adopted by the State Board of Education. Evaluation by the staff shall be one component of the evaluation tool developed.
14. Displays competencies specified in the Mesa Vista Consolidated School Staff Accountability Plan.
15. Performs other duties as directed by the Mesa Vista Consolidated School Board of Education.

**EVALUATION:** Evaluated by the Mesa Vista Consolidated School District in accordance with the Mesa Vista Consolidated School District Policy.

**SUPERVISION:** Supervises, directly or indirectly, all district personnel

Salary – Negotiable

Start Date – Negotiable – Beginning July 1, 2025

To be considered for the position, interested applicants submit all materials to:

Human Resources – Attn: Jessica Lovato

[jessica.lovato@mesavista.org](mailto:jessica.lovato@mesavista.org)

Mesa Vista Consolidated Schools

PO Box 309

Ojo Caliente, New Mexico 87549

Phone: 505-583-2645, 1303

Required application materials – Letter of interest, cover letter, resume, copy of NM administrative license, copy of transcripts, and 3 letters of professional reference.

Deadline to submit – May 21, 2025 – 5:00PM

*Mesa Vista Consolidated School does not discriminate in its hiring or employment practices on the basis of race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.*