



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #02.2025

Opening Date: March 28, 2025
Closing Date: Open Until Filled
Position Title: Principal – Laguna Middle School SY25-26
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under general direction of the Director of Academics, the Principal shall be the instructional leader of the Middle school, as exemplified by five essential responsibilities: creating and sustaining a positive culture of high expectations of academic performance for both students and teachers/staff, relationship building with students, parents/guardians and teachers/staff, team building, managing program toward goals, and administering school operations as authorized from the district's central office.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum of Master's Degree in Education Administration or a related field. Three years' experience in Elementary, Early Childhood and/or Middle School teaching and/or Administration. Must hold a current and valid State of New Mexico Level 3B New Mexico NM administrative licensure.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title:	Principal, Laguna Elementary and Middle School (K-8)
Department:	Laguna Elementary and Middle Schools
Reports To:	Director of Academics and/or Superintendent, Department of Education
FLSA Status:	Exempt – Academic Year

SUMMARY

Under general direction of the Director of Academics and/or Superintendent, the Principal shall be the instructional leader of the Elementary and Middle schools. The Principal serves as the administrative head of the K-8 school system and has the major responsibility for coordinating and supervising its educational activities. The Principal is responsible for the planning and development of internal programs, policies and procedures; determines course and program activities, and staffing requirements. The Principal oversees material and facility needs, prepares budget estimates, and administers all funding facilities, may include Special Needs funding and all grant awards. The Principal serves as liaison between the school staff, the Board of Education, Tribal Council and community agencies to assure the adequate flow of information in all directions, keeping each group well informed and well heard. The Principal maintains an overview of the organization to assure that all education activities, programs, services, and systems are developed in accordance with the Laguna Department of Education's organizational standards, philosophy, mission, and values. The Principal should be an effective advocate for staff, families, and children. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned.

- Approve all teacher and staff appointments for the campus.
- Develop budgets and oversee the funding procurement process.
- Assume administrative responsibility and instructional leadership, and, under the supervision of the Director of Academics and/or Superintendent, oversee and administer discipline at the school campus.
- Recommend to the Director of Academics and/or Superintendent the termination, suspension, or nonrenewal of an employee assigned to the campus.
- Regularly consult with a Teacher Committee, Department of Education and the Board of Education in the planning, operation, supervision, and evaluation of the campus educational program.
- Stress articulation between the early childhood, elementary and secondary instructional programs.
- Assume responsibility for health, safety, and welfare of students and staff, including the planning for such emergencies as fire or storms and the training of the students in the procedure to be followed during such events.
- Conduct meetings of the staff as necessary for the proper functioning of the school and provides leadership in developing and implementing in-service training and other professional growth activities.

- In accordance with the 5-year BIA requirements, with the assistance of a Teacher Committee and the Superintendent, develops, maintains, reviews, and revises the Consolidated School Reform plan.
- Track the preparation of grant applications to assure adequacy and timeliness.
- Keep current on organizational spending trends.
- Request preparation and presentation of financial reports for the Superintendent and Board of Education.
- Design and administer internal structures and systems.
- Create and maintain supportive documentation as appropriate.
- Evaluate performance of all teaching and administrative school staff based on their personal development plans, job descriptions and other mechanisms designed to evaluate personnel.
- Recommend areas of improvement to staff and promote training that reflects the individual needs of staff members and/or the school as a whole.
- Participate in professional development activities.

MINOR RESPONSIBILITIES:

- Attend and participate in team meetings, staffings, trainings, professional development activities and appropriate organized community events designed to promote collaboration.
- Build rapport with local agencies, community service organizations, and educational providers.
- Meet with parents and students for problem solving, public relations, etc.
- Classroom visits to observe, assist and document the work of teachers and to establish rapport and communication with students.
- Attend school sponsored activities and functions including athletic events and special events held to recognize student achievement.
- Occasional classroom visits for teacher evaluation and to establish rapport and communication with students.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with Director of Academics and/or Superintendent, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving.
- Written correspondence, newsletter articles, memos, and grant application materials to generate revenue, disseminate general information and education materials.
- Attend regularly scheduled meetings with staff and teachers to maintain collaborative efforts across all programs and departments.
- Frequent contact with parents for purposes of advocacy, education, and general information sharing.
- Regularly scheduled group presentations to staff and parents for purposes of training, education and information.
- Preparation of annual, quarterly and monthly administrative and grant reports for BIA, Laguna Department of Education, NCA, and SNM.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of faculty, coordinators, educational assistants, cooks, and custodians. Directs classroom staffing requirements, observes classroom functions, reviews lesson plans and curriculum issues with teaching staff; may oversee facility management and janitorial issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of Masters Degree in Education Administration or a related field. Three to five years' experience in Elementary, Early Childhood and/or Middle School teaching and Administration.

SKILLS and ABILITIES REQUIRED

- Demonstrated experience in administration and supervision, especially supervision of staff with diverse educational strengths, development goals and cultural background.
- Experienced at balancing regulatory requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices of Education and curriculum development.
- Experience in design and delivery of training.
- Excellent oral and written communication skills to a diverse group of professional, para-professional, community leaders, and parents.
- Strong leadership skills.
- Strong knowledge of early childhood development, brain research and developmentally appropriate practice for young children, as well as adolescent development and practice.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic word processing skills (i.e. Microsoft Office Systems) a plus.

Experience in use of multi-media equipment, such as overhead projectors, audio/video equipment.

Knowledge of use and operation of fire alarm and other security systems.

CERTIFICATES, LICENSES, REGISTRATIONS

State of New Mexico Administrators Licensure (Administrative K-12)

Current and valid New Mexico Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office and classroom environment and in close quarters with staff and students. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.