



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

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

**Vacancy Ann.: #08.2025**

**Opening Date:** May 30, 2025  
**Closing Date:** Open Until Filled  
**Position Title:** Division of Early Childhood Director  
**Salary:** Per Salary Schedule

**DESCRIPTION OF WORK:**

Under direction of the LDoE Superintendent, direct the overall operations of assigned department and associated programs including service delivery and program compliance, fiscal management, procurement, grant/contracts management, staff supervision and development, facilities maintenance, security and overall communication. Develop strategic plans and oversee compliance of all department programs, services, and systems with applicable laws, regulations, standards, accreditation, policies and organizational philosophy, mission, and values. Perform other job-related duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

Bachelors Degree Education or Early Childhood and/or in related field plus three (3) years' experience in supervisory/management and administration. Masters Degree in related field plus five (5) years' experience at a supervisory/management level preferred. Able to manage and provide program compliance, procurement procedures, grants/contract management, staff supervision, great communication skills a must.

**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](http://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](mailto: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:** Division of Early Childhood Director  
**Department:** Division of Early Childhood  
**Reports To:** Superintendent  
**FLSA Status:** Exempt – Year long

### **SUMMARY**

Under direction of the LDoE Superintendent, direct the overall operations of assigned department and associated programs including service delivery and program compliance, fiscal management, procurement, grant/contracts management, staff supervision and development, facilities maintenance, security and overall communication. Develop strategic plans and oversee compliance of all department programs, services, and systems with applicable laws, regulations, standards, accreditation, policies and organizational philosophy, mission, and values. Perform other job-related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop short & long-term strategic plans, goals, objectives and policies through collaboration with the community and/or parents, clients, boards, advisory committees and policy councils.
- Ensure effective implementation and delivery of program services. Establish standard operating procedures and direct the day-to-day operations of all department programs and functions.
- Ensure effective internal controls and systems are established and ensure compliance with applicable federal, state and tribal laws and regulations.
- Observe classroom instruction and ensure effective teaching and learning practices. Provide guidance in curriculum and lesson plan development.
- Oversee, monitor and the direct the preparation of department budget(s); approve all expenditures; request and submit budget adjustments. Analyze department spending and authorize changes to improve program efficiencies.
- Oversee and direct the preparation and submittal of grant applications on a timely basis. Monitor and review federal and other funded programs ensuring all requirements are met as stated.
- Establish staffing requirements, interview applicants and make hiring recommendations. Supervise, mentor, coach, develop, train and evaluate staff.
- Oversee and direct the preparation of financial and other reporting requirements.
- Develop department emergency operations plans and procedures. Oversee the safety and security of all students, staff, parents and clients.

### **MINOR RESPONSIBILITIES:**

- Complete and maintain appropriate documentation and records assuring confidentiality as needs dictate.
- Attend and participate in team meetings, professional development activities and appropriate organized community events designed to promote collaboration.
- Build partnerships with local agencies, community service organizations, and educational providers.
- Other duties as requested.

**COMMUNICATION REQUIREMENTS:**

- Frequent telephone and in-person contact with teaching and office staff, parents, clients, volunteers, and community representatives for purposes of advocacy, education, exchange of information and services, and general problem solving.
- Generation of written correspondence, newsletter articles, flyers, brochures, memos, and grant application materials, disseminate general information and education materials.
- Attend regularly scheduled meetings with staff and teachers to maintain collaborative efforts across all components.
- Regularly scheduled group presentations to staff and parents for purposes of training, education and information.
- Referrals for educational, medical, or social issues for children and families.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for supervision of employees, oversees facility management and janitorial issues, may manage bus drivers and bus route requirements.

**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:**

Bachelors Degree Education or Early Childhood and/or in related field plus three (3) years experience in supervisory/management and administration. Masters Degree in related field plus five (5) years experience at a supervisory/management level preferred. Able to manage and provide program compliance, procurement procedures, grants/contract management, staff supervision, great communication skills a must.

**SKILLS and ABILITIES REQUIRED:**

- Demonstrated experience in administration and supervision, especially supervision of staff with diverse educational strengths.
- Experienced at balancing regulatory requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices in related field.
- Experience in design and delivery of classroom instruction and training.
- Excellent oral and written communication skills to a diverse group of professional, para-professional, community leaders, and parents.
- Strong leadership skills.

**COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:**

Demonstrated proficiency in the use of computers, word-processing, spreadsheet and database software.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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 environment and in close quarters with other staff. 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.***