



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #05-2025

Opening Date: May 30, 2025
Closing Date: Open Until Filled
Position Title: Executive Director of Operations
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under general direction of the Superintendent, the Executive Director of Operations, is responsible for the consistent achievement of the division's mission and objectives. The overall accountability of day-to-day operations of the division are the responsibility of the Executive Director of Operations.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Master's Degree required (PhD preferred) in Education Administration or Management from an accredited institution. Experience in supervision of transportation, facilities & maintenance, IT and food services. Working with budgets, contracts and salary schedules preferred. Must have a background of successful experience in public school and/or Native American school teaching and 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.*

Laguna Department of Education

Job Posting/Advertisement

Executive Director of Education

Executive Director of Operations

The Laguna Department of Education was created to oversee the educational programs of the Pueblo of Laguna. The programs range from Early Childhood through Higher Education and Adult Training. Though the mission statement, “*Hanu He ya Nayuutsi Gunishe*” has no literal English translation, it is stated as: “*Helping People Prepare for Life's Journey*”

The pueblo is located 45 miles (71 km) west of Albuquerque off I-40, and 31 miles east of Grants. The Laguna Pueblo is New Mexico’s largest Keresan-speaking pueblo with a population of approximately 7,700. The Pueblo is comprised of six villages—Encinal, Laguna, Mesita, Pagate, Paraje and Seama—where approximately 3,800 people reside.

Job Profile and Description

The position of Executive Director reports to the Superintendent of the Laguna Department of Education and is responsible for the consistent achievement of the division’s mission and objectives. The overall accountability and day-to-day operations of the division are the responsibility of the Executive Director.

Key Duties and Responsibilities

- Ensures adequate systems are in place to maintain highest quality of services to children and families in compliance with District, Tribal, Federal and State standards
- Management and Oversight of the division in such a manner as to ensure utmost accountability, productivity, alignment and efficiency
- Coordination with Superintendent, Directors and Principals to develop, implement and advance necessary programs, processes, controls, etc. as to ensure utmost accountability, productivity, alignment and efficiency
- Leadership in keeping the division focused on evidence based outcomes
- Development of management succession planning of the division, to ensure that capable management is in place to handle all work/efforts efficiently
- Manage day-to-day functions to include reports, budgets, programs, policies and procedures
- Work closely with committees to develop and implement specific goals and objectives
- Prepare Executive Director Reports to the Superintendent for presentation to the Board of Directors

- Develops and implements a process for data collection, management, interpretation and analysis
- Conducts on going collection of data, and analysis of program goals and expectations
- Provides and maintains relevant information and data that represents LDoE programs
- Conducts research and study as needed to ensure objective review of, but not limited to; internal and external programs, models, processes, designs and systems
- Participates in the design of internal structures, systems and policies
- Ensures consistency in service delivery across programs with attention to inclusive practices and integration of component areas; encourages continuous improvement of systems
- Ensures coordination among components, across levels and the Department of Education
- Establishes and maintains relationships and collaborations with systems of higher education, public and BIA school districts, and other community agencies and partners
- Preparation/completion of required reports (i.e. month, quarter, annual, and as needed)
- Preparation/completion of proposals and applications (i.e. funding, additional resources, etc.)
- Other duties as assigned

Qualifications (Education and/or Experience)

Master's degree required (PhD preferred) in Education Administration or Management from an accredited institution; must meet all legal, state, and Pueblo of Laguna Department of Education requirements for certification. Must have a background of successful experience in public school and/or Native American school teaching and administration.

Salary and Range (approximate)

\$ 85,000 – \$ 100,000 dependent upon verifiable experience and level of previous success

Open until filled