



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #16-2026

Opening Date: May 26, 2026
Closing Date: Open Until Filled
Position Title: Executive Director of Operations
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

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. The Executive Director of Operations is responsible for the Human Resources, Transportation, Facilities, IT departments and Food services; and must have strong knowledge of Human Resources and Federal regulations as they relate to employment and tribal entities. Experience in using HR and Finance software systems is required.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Master's degree required (PhD preferred) in Education Administration, Business 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.

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: Executive Director of Operations
Department: Department of Education
Reports to: Superintendent
FLSA Status: Exempt - Year Long

SUMMARY

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. The Executive Director of Operations is responsible for the Human Resources department and must have strong knowledge of Human Resources and Federal regulations as they relate to employment and tribal entities. Experience in using HR and Finance software systems is required.

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

- Supervises HR and is responsible for the hiring process to include the creation of all contracts, verification, evaluation process, and employee progressive discipline policy.
- Negotiates cost and coverage of all insurance and benefits for LDOE.
- Supervision and evaluation of directors for Maintenance and Operations, Transportation, HR, and IT.
- Completes all federal and PED required applications and paperwork for the school food service, free lunch qualification, federal reimbursement.
- Coordinates Summer Food Service with the Pueblo of Laguna. This includes the completion of Federal and State application, screening of food sites and times, as well as determination of cost to the Pueblo.
- Assigns and approves all work orders for both maintenance and IT departments.
- Directs scheduling of bus routes, maintenance of buses/vehicles, and schedules required driver training.
- Coordinates with staff to create 186 day-School and 240 day-Employee calendars.
- 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 Education.
- 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 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 BIE school districts, and other community agencies and partners.
- Preparation/completion of proposals and applications (i.e. funding, additional resources, etc.).
- Preparation/completion of required reports (i.e. month, quarter, annual, and as needed).
- Other duties as assigned.

COMMUNICATION REQUIREMENTS

- Frequent telephone and in-person contact with department staff, Superintendent and Board of Education for purposes of recruitment, procurement, exchange of information and services, and general problem solving.
- Written correspondence, memos, and reports for purposes of documentation and general information.
- Occasional group presentations for training and information sharing.
- Presents and communicates to employees benefit plan provisions, arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers.

SUPERVISORY RESPONSIBILITIES

Selects, supervises, trains and evaluates human resources and administrative subordinates.

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

Master's degree required (PhD preferred) in Education Administration, Business 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.

SKILLS and ABILITIES REQUIRED

Knowledge of the principles and practices of human resource management, including methods and techniques used in recruitment and selection, mediation, classification, salary administration, training, safety, program development; applicable federal and tribal laws, regulations, ordinances, and policies. Familiarity with web-based human resources computer software. Knowledge of New Mexico Public Education regulations and requirements, especially regarding teacher licensure.

Skilled at planning, organization, assigning and coordinating activities of a professional, paraprofessional, and clerical staff; presenting ideas effectively orally and in writing; dealing constructively with conflict and developing consensus; selecting, supervising, training, and evaluating subordinates. Ability to manage multiple systems and resources: balancing the human element with fiscal demands. This position requires substantial decision making relevant to personnel management and significant problem solving to assure program and system congruence.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

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

CERTIFICATES, LICENSES, REGISTRATIONS

Valid New Mexico Driver's License; PHR or SPHR certification a plus.

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 and will travel at times between sites. Some sites not wheelchair accessible at present time. The noise level in the work environment is usually moderate.

This job 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 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.