

Pueblo of Laguna -- Department of Education

Job Description

Job Title:	Superintendent
Department:	Administration
Reports To:	Laguna Board of Education
FLSA Status:	Exempt – Year Long
Salary:	Negotiable

GENERAL JOB DESCRIPTION:

The Superintendent is the chief executive officer of the Pueblo of Laguna Department of Education working under the direction of the Board of Education, pursuant to an employment agreement. The Superintendent is responsible for the efficient administration and supervision of the entire school system and the general welfare of the students and staff. The Superintendent is also charged with carrying out the goals and directives of the LDOE Board of Education as well as carrying out his/her obligations described in Chapter III of the LDOE Board Bylaws (Adopted June 2020) and As the Board's employee, the Superintendent is responsible for the overall direction, coordination, evaluation, and reporting of the departments and programs to the Board of Education. It is anticipated and expected that all functions of this position will be performed in a positive and respectful manner, while using the LDOE Core Values and LDOE Board Strategic Goals to achieve the vision and mission. The Superintendent is responsible for all LDOE divisions, programs and schools, and of the collective personnel of the LDOE. The Superintendent is responsible for the success of the Department of Education under the Board policies, and is accountable to the Laguna Board of Education.

REQUIRED LEADERSHIP FUNCTIONS:

- Models and empowers other leaders in the district to cultivate, maintain, and sustain leadership and a highly qualified, talented workforce that is reflective of the Pueblo of Laguna and its core values.
- Has set systems and processes in place that cultivate, maintain, and sustain parity between language and culture within all content areas and programs in the district.
- Has set systems and processes in place that cultivate, maintain, and sustain the financial sustainability of LDOE.
- Models and empowers other leaders in the district to cultivate, maintain, and sustain an organizational culture of innovation, continuous school improvement, research, and evaluation.
- Models and empowers other leaders in the district to cultivate, maintain, and sustain an investment in each Learner's capacity to become a contributing member of the Pueblo by defining for themselves what it means to be successful.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Knowledge of Pueblo culture and the LDOE student and family population;
- Experience working with and educating Native American students preferably Pueblo students;
- Demonstrated understanding of Tribal and education sovereignty;

- Experience guiding and overseeing student-centered teaching and learning;
- Experience guiding and overseeing student-centered support for social, emotional, and physical wellness;
- Administer and supervise LDOE in all operation and functions;
- Promote positive relationships and effective communication with students, staff, parents, Tribes, visitors and partner education agencies;
- Promote an environment and climate conducive to productive performance;
- Plan for, responsibly manage, and report on school resources, including personnel, finance, facilities program and time;
- Monitor business functions and ensure compliance with tribal and federal regulations governing LDOE including all budgetary functions and department operations;
- Enforce and maintain LDOE Policies and Procedures to manage all departments and employees including Human Resources Personnel, Student Services, Facilities, and Information Technology;
- Sign all letters of employment and/or contracts on behalf of the department while adhering to LDOE Policies and Procedures;
- Maintain an instructional program to extend from Pre-K through 8th grade which will be broad and varied enough to meet the educational needs of the students;
- Promote and ensure academic and instructional excellence in all educational programs according to rigorous content and performance standards;
- Actively participate and be highly visible on campus;
- Supervises staff development and performance evaluation to improve the quality of programs and services;
- Provide staff with up-to-date information necessary to ensure efficient school operation;
- Manage and facilitate School Administrators meetings;
- Maintain a program of special education for exceptional children in accordance with applicable statutes, regulations, and policies reflecting the needs of the students of the school
- Ensure quality control of all programs and services through effective policies and procedures;
- Develop and present a school calendar indicating start and end of school, mandated instructional hours, staff contract days, vacation dates, professional development days;
- Working with the Executive Chief of Operations, determine school closures due to adverse weather conditions.
- Implement efficient leadership and management skills;
- Attend educational conferences and participate in professional and instructional workshops;
- Comply with the Laguna Board of Education Employee Handbook, administrative polices and regulations, LDOE Code of Conduct.
- Attend all Board of Education monthly and special meetings;
- Work in collaboration with the LDOE Board to develop the agenda for Board of Education meetings;
- Report to the Board of Education on educational trends, instructional program evaluation,

- recommendations for continuous school improvement, and general school condition;
- Establish and maintain positive public relations through effective communication and collaboration with constituency groups, including legislators, media, and Tribal Communities;
 - Participate and effectively communicate Governance issues to mitigate impacts to school campus, students, and education programs;
 - Visit Pueblo communities for official school purposes;
 - Demonstrate an understanding of and sensitivity to Tribal protocol; and perform, in addition to the above duties, such as other duties as may be required by the Board of Education;
 - Comply with all Indian Child Welfare mandatory reporting requirements;
 - Promote and ensure academic and instructional excellence in all educational programs according to rigorous content and performance standards;
 - Supervises staff development and performance evaluation to improve the quality of programs and services;
 - Promote climate conducive to productive performance.
 - Demonstrate an understanding of and sensitivity to tribal protocol.
 - Demonstrate effective leadership skills.
 - Implement efficient management skills.
 - Participate on designated committees, when necessary;

RESPONSIBILITIES TO THE BOARD OF EDUCATION

- With the President of the Board, enable the Board of Education to fulfill its governance function and facilitate the optimum interaction between management and the Board of Education.
- Direct and formulate a plan for achieving the organization's philosophy, mission, strategy, goals and objectives.
- Assure the board is fully informed of the progress and condition of the organization, its divisions and all programs.
- Develop meeting agendas with the Board President to ensure the opportunity for the board to fulfill all responsibilities effectively.
- Provide full report for each Board member prior to each meeting including sufficient and appropriate information to assist in their decision making.
- Work with the Board President, to ensure effective and efficient board involvement.
- Attend all meetings of the Board, except when his/her position or salary is being considered.
- Offer recommendations to the Board on all pertinent matters affecting LODE schools, programs, services, staff, students and clients.
- Recommend policies regarding organization, finance, instruction, facilities and community relationships.
- Assure all decisions by the Board are executed in a timely manner.
- Other duties and responsibilities as established by the Laguna Board of Education.

EDUCATIONAL RESPONSIBILITIES

- Ensure the highest quality of education is provided to the students and clients of all schools, divisions and programs and that their interests are protected at all times.
- Provide for the development, implementation, and evaluation of the instructional programs and services for all students and clients.
- Develop long and short term plans as well as specific practices and procedures assuring the implementation of LDoE policies, goals, and objectives.
- Advocate for the Department of Education, including on-going and open dialogue with parents and other stakeholders.
- Ensure adequate systems are in place to maintain the highest quality of services to children and families in compliance with all Department, Tribal, Federal and State standards.
- Establish and maintain relationships and collaboration with systems of higher education, public and BIE school districts, and other community agencies and partners.
- Is informed of current curricular and educational thoughts, trends and practices, as well as proposed legislation that may impact LDoE programs and services.
- Assure on-going effective communication with staff, students, parents, clients and community.
- Assist in the process and development of annual reports to Tribal Government officials and to the community.
- Assure the recruitment, employment and retention of proper personnel necessary to conduct the successful operation of the Department of Education.
- Maintain a positive work environment including a cooperative relationship between professional, paraprofessional and exempt staff.
- Support the development and expansion of Laguna language and culture.
- Sustain a high level of ethical conduct and professional integrity.
- Serve as leader and liaison in the continuous improvement of the educational system.

FACILITIES RESPONSIBILITIES

- Responsible for the safe and successful operation of all facilities, transportation, and support services of the Department of Education.
- General oversight of facilities improvement including construction, operation, and maintenance.

FINANCIAL RESPONSIBILITIES

- Manage the financial resources of the LDoE in accordance with sound fiscal policy.
- With the Director of Finance, prepare annual operating budget and in-direct cost proposal.
- Assure approved budget is implemented.
- Assure all managers receive accurate and timely financial reports.
- Monitors condition of financial status.

SUPERVISORY RESPONSIBILITIES

- Directly supervise Division Heads, Program Directors, Principals and some Managers.
- Carry out supervisory responsibilities in accordance with the Department of Education's policies and applicable laws.
- Interview and hire professional and management-level staff.
- Provide scheduled performance appraisals.
- Plan career and performance goals and objectives with professional and management-level staff.

- Reward and discipline employees as appropriate.
- Address employee complaints and resolve problems.
- Conduct regularly scheduled meetings with Principals, Coordinators, Managers and Parents.
- Conduct effective management meetings encouraging shared governance and responsibility.

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 Master's degree in Education Administration from an approved institution; must meet all federal, 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/leadership.

SKILLS and ABILITIES REQUIRED

- Ability to make decisions and handle multiple tasks and deadlines
- Possess fiscal management and budgeting skills
- Knowledge, skills, and understanding of the purposes and processes of education
- Ability to articulate a well-developed educational philosophy and to demonstrate thorough knowledge of major new developments in education, including evidence as to their effectiveness and drawbacks
- Ability to take the initiative and to stimulate others to drive toward educational goals
- Ability to select and improve personnel
- Possess strong communication skills and a disposition that lends itself to cooperation with professional, non-instructional, and community groups
- Experience in the development and/or implementation of quality improvement
- Demonstrated record as a positive, creative, and realistic leader, with a customer-driven service-oriented ethic

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Comfortable with the use of Microsoft Office or similar software, tracking systems and data bases.

CERTIFICATES, LICENSES, REGISTRATIONS

Masters Degree in Education. State of New Mexico licensure in Educational Administration required. Must be able to obtain a New Mexico Licensure with two months, if not pertained.

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 or writing. The employee frequently is required to reach with hands and arms and talk or hear such as would be expected in presentations, telephone conferences, and so forth. Specific vision abilities required by this job include such vision to enable the incumbent perform the responsibilities and functions of the job efficiently.

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. The noise level in the work environment is usually quiet to moderate. May occasionally travel to sites that are not wheelchair accessible.

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.

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