



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #14-2025

Opening Date: June 16, 2025
Closing Date: Open Until Filled
Position Title: Office of Laguna Learning Director
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the Superintendent, the director will implement scope of work as outlined in the Collective Pathway for Education and Language Strategic Plan. The director is responsible for the fiscal management and oversight of program funds, developing any reports requested by Tribal Council, developing any reports related to the program, and reporting to Tribal Council upon request. The director also works in collaboration with the Pueblo's Education Priority Team members. Perform other job-related duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Master's degree required (preferred) in Education, Education Administration or Curriculum Design from an accredited institution; must meet all legal, state, and Pueblo of Laguna Department of Education requirements for certification. Must have a school administrator license and demonstrated successful experience in public school and/or Native American school teaching, curriculum design and administration or have demonstrated competence in creating and implementing a sizeable or significant project. Laguna tribal preference and familiarity with Keres language preferred.

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: Director of Office of Laguna Learning
Department: Administration
Reports To: Superintendent
FLSA Status: Exempt – Year long, temporary position

SUMMARY

Under direction of the Superintendent, the director will implement scope of work as outlined in the Collective Pathway for Education and Language Strategic Plan. The director is responsible for the fiscal management and oversight of program funds, developing any reports requested by Tribal Council, developing any reports related to the program, and reporting to Tribal Council upon request. The director also works in collaboration with the Pueblo's Education Priority Team members. Perform other job-related duties as assigned.

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

- Develop short & long-term goals, objectives and policies through collaboration with the community and/or parents, clients, boards, advisory committees and policy councils.
- Leadership in keeping the division focused on evidence based outcomes outlined in the Pueblo of Laguna Education Strategic Plan.
- Provide and maintain relevant information and data aligned with the outcomes specified within the Pueblo of Laguna Collective Pathway Education and Language Strategic Plan.
- Work collaboratively to support the Education Priority Team members to implement the initiatives outlined within the Strategic Plan to support both education and language components.
- Ensure effective implementation and delivery of program scope of work aligned with Strategic Plan.
- Establish standard operating procedures and direct the day-to-day operations within the Office of Laguna Learning.
- Ensure effective internal controls and systems are established and ensure compliance with applicable federal, state and tribal laws and regulations.
- Oversee, monitor and the direct the preparation of department budget(s).
- Design opportunities to mentor, coach, develop, and train additional OLL staff.
- Prepare and deliver financial and other reports to Superintendent, School Board, Pueblo Council, and the Education Priority Team committee members.
- Prepare and submit any required reports, including web-based reports, as needed.

OTHER RESPONSIBILITIES:

- Complete and maintain appropriate documentation and records assuring confidentiality as needs dictate.
- Attend and participate in LDOE meetings and related activities, 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 by the Superintendent.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with 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, parents and larger community for purposes of training, education and information.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervision of employees and contractors.

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 (preferred) in Education, Education Administration or Curriculum Design from an accredited institution; must meet all legal, state, and Pueblo of Laguna Department of Education requirements for certification. Must have a school administrator license and demonstrated successful experience in public school and/or Native American school teaching, curriculum design and administration or have demonstrated competence in creating and implementing a sizeable or significant project. Laguna tribal preference and familiarity with Keres language preferred.

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.
- Able to meet deadlines.

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.

Current NM Administrator's License, preferred.

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.