



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #15-2026

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

DESCRIPTION OF WORK:

The Executive Director of Academics reports directly to the Superintendent of the Laguna Department of Education (LDoE). The Executive Director of Academics is responsible for overseeing the academic vision, strategic planning, and execution of educational programs across all levels of education within the district, including Early Childhood, Laguna Middle School, Laguna Elementary, and Special Education. The Executive Director of Academics plays a vital role in maintaining and enhancing the quality of educational services in alignment with the LDoE's mission: "Helping People Prepare for Life's Journey." Performs any other appropriate job-related duties as determined.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Master's degree in Education Administration, Curriculum and Instruction, or a related field from an accredited institution; PhD preferred. Minimum of five years of successful experience in educational leadership, including 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 Academics
Department: Laguna Department of Education – Administration
Reports To: Superintendent
FLSA Status: Year Long

SUMMARY

The Executive Director of Academics reports directly to the Superintendent of the Laguna Department of Education (LDoE). The Executive Director of Academics is responsible for overseeing the academic vision, strategic planning, and execution of educational programs across all levels of education within the district, including Early Childhood, Laguna Middle School, Laguna Elementary, and Special Education. The Executive Director of Academics plays a vital role in maintaining and enhancing the quality of educational services in alignment with the LDoE's mission: "Helping People Prepare for Life's Journey." Performs any other appropriate job-related duties as determined.

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

- **Academic Leadership:** Provide visionary leadership in the design, implementation, and assessment of academic programs to ensure high-quality and equitable educational opportunities for all students within LDOE.
- **Curriculum and Instruction:** Oversee the development, revision, and alignment of curriculum across all grade levels and programs, ensuring they meet district, tribal, state, and federal standards.
- **Data Driven Decision-Making:** Utilize data to guide instructional practices and education initiatives, analyze program goals, and monitor student performance to improve academic outcomes.
- **Compliance and Quality Assurance:** Ensure adherence to all applicable laws, regulations, and standards while promoting best practices in pedagogy and educational excellence.
- **Program Evaluation and Continuous Improvement:** Lead the evaluation and continuous improvement of academic programs, including the integration of evidence-based practices and innovative approaches to teaching and learning.
- **Staff Development:** Oversee professional development opportunities for educators and administrators, fostering a culture of growth and high performance.
- **Management and Oversight:** Collaborate with Directors, Principals and other leaders to manage day-to-day academic operations, including budgeting, resource allocation, and policy implementation.

- **Interdepartmental Collaboration:** Work closely with all departments within LDOE to ensure the efficient delivery of services and maintain alignment across all educational programs. The includes Transportation, Facilities, Informational Technology, PFS, OLL, and Administration.
- **Community and Partner Engagement:** Establish and maintain relationships with higher education institutions, public, BIA, and tribally controlled school districts along with community organizations to enhance educational opportunities and resources.
- **Reporting and Documentation:** Prepare and present reports to the Superintendent and School Board, including monthly, semester, and annual summaries, as well as proposals for funding and additional resources.
- **Inclusive Practice and Diversity:** Advocate for inclusive practices across all programs, promoting diversity, equity, and cultural sensitivity in educational delivery.
- **Strategic Planning:** Contribute to the development and execution of long-term academic strategic plans to support the LDOE mission and vision.
- **Succession Planning:** Develop and implement management succession plans to ensure sustainability and efficiency of academic programs.
- **Special Projects:** Undertake other duties and projects as assigned by the superintendent.

MINOR RESPONSIBILITIES:

- Attends and participates in staff meetings and professional development activities as appropriate.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone, email and in-person contact with the principals, directors, teaching and office staff, parents, tribal, state, federal and congressional leaders, volunteers, and community representatives for exchange of information and services, and general problem solving.
- Written correspondence and memos to disseminate general information and education materials.

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.

- In-depth knowledge of educational standards, best practices, and current trends in pedagogy and curriculum development.
- Strong data analysis and research skills, with the ability to apply data-driven insights to improve academic outcomes.

- Demonstrated ability to build relationships and collaborate effectively with various stakeholders.
- Commitment to the mission and vision of the LDOE and the educational development of the Pueblo of Laguna community.
- Native American or an individual with experience in BIA or tribally controlled schools preferred.

EDUCATION and/or EXPERIENCE:

Master's degree in Education Administration, Curriculum and Instruction, or a related field from an accredited institution; PhD preferred. Minimum of five years of successful experience in educational leadership, including teaching and administration.

SKILLS and ABILITIES REQUIRED:

- Knowledge of business machine operations; skilled in the use of personal computers and related software.
- Must have a high level of interpersonal skills to handle sensitive and confidential student and staff information and situations.
- Analytical ability is required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Must possess ability to understand central administration operations and procedures.
- Comprehensive knowledge of the organization, functions, responsibilities and procedures.
- Considerable knowledge of personnel policies and procedures and demonstrated ability to use those policies and procedures to resolve problems.
- Ability to express ideas concisely and clearly, orally and in writing.
- Considerable interpersonal skills, including the ability to establish and maintain effective working relationships with others.
- Considerable experience and demonstrated ability to serve both internal and external customers.
- Excellent writing skills and the demonstrated ability to develop written reports, emails, letters and memos.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid New Mexico Drivers License.

Current and valid State of New Mexico Administrators Licensure

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 staff and students. 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.