



Education is not filling a bucket, but lighting a fire ...

Overview:

We are seeking a dynamic and experienced Director to lead our school in achieving its mission and objectives. The ideal candidate will possess strong leadership skills, a passion for education, and a proven track record in strategic planning and management. This role requires an individual who is adept at supervising staff, engaging with students, and fostering a collaborative environment that promotes growth and development.

Leadership & Vision:

- **Strategic Planning:** Implement and sustain the school vision, mission, and strategic plan in collaboration with the board.
- **Communication:** Act as a spokesperson for the school, both internally and externally, fostering effective communication between the board, staff, and community. Communicate with the state and fulfill any federal, state, and/or district requirements.
- **Advocacy:** Advocate for the school's needs and interests at the local, state, and federal levels.
- **Culture Building:** Create and maintain a positive and inclusive school culture that supports student learning and staff well-being.

Operational Management:

- **Financial Management:** Oversee the school's budget, fundraising, and financial operations.
- **Human Resources:** Lead recruitment, hiring, training, evaluation, and management of staff, including teachers and other personnel.
- **Curriculum & Instruction:** Ensure that the curriculum aligns with the school's vision and that students are learning effectively. Monitor all curriculums and programming utilized within the school for effectiveness.
- **Compliance:** Ensure the school complies with all relevant regulations, policies, and charter agreements.
- **Facilities:** Oversee the school's facilities, ensuring they are safe, functional, clean, and well-maintained.

Relationships & Partnerships:

- **Board Relations:** Work closely with the governing council, providing regular updates, seeking guidance, and implementing board decisions.
- **Community Engagement:** Build and maintain strong relationships with parents, community organizations, and other stakeholders.



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- **Staff Support:** Provide leadership, support, and professional development opportunities for staff.

Specific Responsibilities:

- **Student Achievement:** Monitor student progress, identify areas for improvement, and implement strategies to enhance student outcomes.
- **School Accreditation:** Maintain and improve the school's overall rating and accreditation.
- **Fundraising:** Identify and secure funding for the school through grants, donations, and other means.
- **Data Analysis:** Use data to inform decision-making and improve school performance.
- **Program Development:** Develop and implement new programs and initiatives to meet the needs of students and the community. Monitor and evaluate all programs to ensure success in all areas.
- **Conflict Resolution:** Address and resolve conflicts effectively, both within the school and with external stakeholders.

Minimum Qualifications:

Valid NMPED Administrative License

Charter School knowledge (preferred)

Supervising Experience

Leadership Experience

Fingerprint and Background Clearance

Administrative Experience

Such alternatives to the above qualifications as the Governing Council may find appropriate and acceptable

Salary:

NMPED 12-month Salary Schedule

Full-Time

If you are ready to make a significant impact in our organization and help shape the future of education, we encourage you to apply for this exciting opportunity.

Please submit Letter of Interest and Resume no later than 9:00 AM, Monday, May 12, 2025 in person at 2730 Romero Street, Las Vegas, NM 87701 or electronically at mainoffice@riogallinasschool.org. For more information please call 505-454-8687 between the hours of 8:00 a.m. - 3:00 p.m. Monday - Friday.