

**MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION  
2018-2019 SCHOOL YEAR**

## **SUPERINTENDENT OF SCHOOLS**

Mesa Vista Consolidated School District has a student population of 250 students Pre-K-12th grade

**QUALIFICATIONS:**

Valid New Mexico Administrative License, seven (7) or more years of teaching /administrative experience, TESOL endorsed, education policy experience, NM Teach evaluative system certification, building a collaborative work place and school budget experience.

Preferred experience includes working with at-risk students, developing curriculum, instructional coaching, RtI, SAT processes, Special Education knowledge/experience, understanding of state academic standards, familiarity with NM educational statutes, rules, regulations and funding, grant writing, utilizing qualitative and quantitative data, knowledge of state/Federal programs, procurement knowledge, strong leadership and communication skills. Possess integrity and high moral characteristics, be goal-oriented, self-motivated, and committed to working in a rural school district.

**JOB GOAL:**

To provide leadership in developing and maintaining the best possible educational programs and services for the staff, students and the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- The Board shall employ a Superintendent of Schools who meets the requirements of the New Mexico Public Education Department.
- The contract of the Superintendent shall be considered at a regularly scheduled meeting of the Board. The Board shall set the salary.
- The duties of the Superintendent shall include assuming charge of the school system as its chief executive officer, coordinating the work of all administrative staff members, executing the Board's policies and recommending policies for the Board to consider in improving the system and its educational service to the students, teachers and community.
- The Superintendent is responsible, subject to the Board of Education, for the business management of all the schools, maintenance of school facilities and equipment, coordination/supervision of transportation, administration and supervision of all instructional programs and the general welfare of students and teachers.
- He/she shall keep himself informed by attending educational conferences and participating in professional and instructional workshops. He/she shall keep the Board informed as to educational trends, progress of the instructional programs and the general condition of the school organization.
- The Superintendent shall attend all meetings of the Board of Education.
- The Superintendent shall perform, in addition to the above duties, such other duties as may be requested by the School Board or demands of the position Mesa Vista Consolidated School District of Superintendent.

**PHYSICAL DEMANDS:**

The employee is required to stand, walk, and reach with hands and arms. The employee must lift and/or move up to 25 pounds.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policies.

Reports To: Mesa Vista Board of Education  
Salary: To be determined by the MVCSD Board of Education  
Deadline: April 16, 2018 @ 5:00 PM

**Application Procedures:** Applicants will be required to have complete Employment Application, Complete Resume, and Official Transcripts, if applicable. Finalists will be required to provide background/fingerprint check. Apply in person, mail, fax or email to:

Danielle Kuykendall, Interim Administrative Assistant  
Mesa Vista Consolidated Schools  
P.O. Box 309  
Ojo Caliente, NM 87549  
Phone: (505) 583-2645  
[danielle.kuykendall@mesavista.org](mailto:danielle.kuykendall@mesavista.org)

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.