

RIO RANCHO SCHOOL DISTRICT

500 Laser Road NE Rio
Rancho, NM 87124
Telephone: (505) 896-0667
FAX: (505) 896-0662

Title: Superintendent

Description

The Superintendent shall be the chief executive and administrative officer of the Rio Rancho Public School District. The Superintendent shall have, in addition to the powers and duties specifically imposed on the office by statute, all executive and administrative powers or duties in connection with the management of the schools that are not required by law to be executed directly by the Board of Education or some other officer.

The formal preparation, experience, and education required to serve as a Superintendent qualify the incumbent to act as a professional advisor to the Board on nearly all educational matters. The role of the Board of Education is to establish policies, set institutional objectives, approve a budget, and provide fiscal oversight. The role of the Superintendent is the execution of the policies and management of the administrative affairs of the district.

Minimum Qualifications

- Certificate, license, or other legal credentials required: Eligible to obtain a New Mexico Administrative License for a Superintendent.
- Degree(s) required and area of major study: Master's Degree in Education, Educational Leadership, or related field; doctorate strongly preferred.
- Must reside within the boundaries of the Rio Rancho Public School District.
- Experience required:
 - At least five years of progressive administrative experience in public education, preferably including central office experience at the deputy superintendent or equivalent level and site leadership roles.
 - A minimum of two years as a superintendent or equivalent experience strongly preferred.
 - Demonstrated ability to lead complex educational organizations with diverse student populations.
- Skills Required:
 - Expertise in the methods of fostering high academic achievement in PreK-12 schools.
 - Significant capability in strategic planning, instructional leadership, and policy development.

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- Strong ability to lead groups, foster community engagement, and effectively communicate with a diverse community.
- Effective interpersonal, leadership, organizational, and problem-solving skills.
- Deep understanding of state and federal laws related to education, including instructional standards, school finance, labor relations, and accountability systems.
- Aptitude to work collaboratively with a Board of Education and represent the district with integrity and professionalism.
- Significant grounding in school safety management and knowledge of practices and systems to support a safe physical environment for students and staff.
- Proficiency in modern office technology and data analysis tools.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Job Responsibilities

- Serves as the chief executive officer of Rio Rancho Public Schools and is responsible for the implementation of the Board's vision, policies, and strategic goals.
- Provides leadership and direction for all district functions, including instructional services, operations, finance, human resources, and community relations.
- Serves as the primary liaison between the Board of Education and the school district's personnel, students, families, and community stakeholders.
- Prepares and administers the district's annual budget in collaboration with the Chief Financial Officer.
- Oversees the development and implementation of a high-quality instructional program to ensure a high-level of student achievement.
- Communicates regularly with the Board on district operations, student performance, community engagement, and policy needs.
- Directs and evaluates district leadership and oversees staff development and personnel decisions.
- Maintains an effective system of internal controls and accountability throughout the district.
- Establishes and maintains collaborative relationships with government agencies, community organizations, higher education institutions, and business partners.
- Advises the Board on emerging educational trends, policy updates, and legislative developments.
- Attends and presents at Board meetings, community forums, and official functions as required.
- Acts as an advocate for public education and student success in the Rio Rancho community

Superintendent

and across New Mexico.

- Upholds and enforces federal, state, and local laws, administrative regulations, and the ethical standards of the education profession, including the requirements of NMAC 6.60.9.1 to 6.60.9.12.
- Performs other duties that may be assigned by the Board during the term of employment.

Accountability

Reports To: Board of Education

Evaluated by: Board of Education

Evaluation: Performance of this job will be evaluated based on Board goals and objectives, contract provisions, and Board policy.

Bargaining Status: Non Bargaining Unit

Equipment, Tools, and Materials: Knowledge of and experience using common office equipment and communications tools.

Functional Profile: Persons assigned to this position must possess the ability to engage in certain physical tasks as part of their job duties. The following section identifies the nature and expected frequency of those tasks and is not intended to describe all job tasks in this position. Individual work assignments may vary from the representative tasks described herein.

Climbing Frequency: O
Climbs stairs to enter and egress from portable classroom buildings where access ramps are not installed; climbs stairs at those schools which have bi-levels.

R Rarely (0-10%) o occasionally (11-33%) F Frequently (34-66%) c constantly (67-100%)

Stooping, Kneeling, Crouching Frequency: O
Stoops, kneels, or crouches to view; retrieves materials from lower levels, etc.

Reaching Horizontally Frequency: O
Reaches horizontally while performing desktop activities; while reaching for telephones, while reaching for materials; while using computers.

Lifting Frequency: O
Lifts books, files, folders, and other supplies, generally not exceeding five pounds.

Walking Frequency: F
Walks to offices, bus stops, and other district and school locations.

Standing Frequency: O
Stands while in hallways, offices, classrooms, construction and other areas, etc., while observing various district activities.

Sitting Frequency: O
Sits while performing office duties, while attending conferences and meetings.

Carrying Frequency: O
Carries files, books, office supplies, generally in amounts not exceeding five pounds.

Hearing Frequency: C
Listens to reports and other verbal information in meetings and conferences;
during telephone calls, in face-to-face conversations.

Near Vision Frequency: O
Reads reports, files, books, and other documents; uses video display terminal at computer
work stations.

Far Vision Frequency: O
Observes staff and students in all areas of district; observes activities in construction
areas.

Work Environment: Employees assigned to this position normally work in a temperature-controlled indoor school or office environment. This section includes descriptions of workplace conditions incumbents in this position may expect to experience. Work conditions may vary from these conditions due to specific job assignments.

Slippery or unstable floor surfaces Frequency: R
May walk on icy or wet surfaces outside buildings during inclement weather conditions.

Sharp tools, materials Frequency: R
May use paper cutters and scissors.

Computer workstations Frequency: F
May use computer work stations to complete essential job tasks.

R Rarely (0-10%) O Occasionally (11-33%) F Frequently (34-66%) C Constantly (67-100%)

This classification job description for **Superintendent** is effective upon receipt. Personnel policies adopted by the Board of Education, and deemed appropriate for the position, shall be in effect. Salary amounts shall be set according to Board determination. This job description may be revised at any time in response to district needs.

By my signature below, I affirm that: the duties and requirements listed on this job description have been explained to me; I have been able to ask questions to clarify matters I do not understand. and I understand and accept them. I also agree to follow district safety rules and accident prevention procedures.

Employee Signature

Employer Signature

Date

Date

Superintendent