

MESA VISTA CONSOLIDATED SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

District Assistant Principal

Ojo Caliente, New Mexico

The Assistant Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

Responsible for achieving the following outcomes with or without reasonable accommodation:

- Develops, implements and reviews school policies and procedures.
- Coordinate implementation of district instructional program and ancillary and operational support programs.
- Serves as instructional leader at the school.
- Monitors school activities and policies for adherence to all district, state and national regulations.
- Assesses appropriateness of school services and programs.
- Recommends changes in programs, personnel, facilities, materials and equipment.
- Evaluates the work of assigned school staff; provides reports to the Principal and cooperates in recognition or remediation of staff members as requested.
- Designs in-service training programs at the school.
- Assists in the recruitment and selection of applicants for school-based positions.
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities.
- Develops and maintains student discipline procedures for assigned caseload following established guidelines.
- Assist in the development of budget recommendations for the school.

CURRICULUM: Oversees all aspects of scheduling, course descriptions and registration and assigns duties as necessary; oversees all aspects of district mandated standardized testing; oversees all aspects of student records and assists Principal as legal representative for the school; oversees textbook inventory; creates and serves on committees as necessary inside and outside of the school.

ATTENDANCE/DISCIPLINE: Establishes attendance and discipline referral and reporting procedures for campus-wide use; develops parental notification procedures; directs the preparation of suspension, neglect, referral and tardy forms; responds to inquiries from welfare, probation, legal and security agencies; creates and serves on committees as necessary inside and outside the school.

BUILDING AND GROUNDS: Supervise district employees completing operational tasks on campus; maintains orderly school environment; contacts security as necessary; creates and serves on committees as necessary inside and outside of the school.

Reports To: Superintendent of schools
Salary: 2019 – 2020 – As Per Salary Schedule
Deadline: Until Filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova
Human Resource Office
Mesa Vista Consolidated Schools
P.O. Box 309
Ojo Caliente, NM 87549
Phone: (505) 583-2645
Fax No.: (505) 583-2815
human.resources@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.