

New Mexico School for the Arts – High School

Head of School Job Description

TITLE: Head of School

EXEMPTION STATUS: Exempt

IMMEDIATE SUPERVISOR: Governing Council

EVALUATION: The Governing Council in accordance with the Head of School's Evaluation Plan will evaluate performance of this position at least once annually.

CERTIFICATION: New Mexico Administrator Licensure

JOB SUMMARY: The Head of School shall be the Chief Executive Officer (CEO) of the School. She/He is responsible for the effective operation of the School; general administration of all instructional, business or other operations of the School; and for advising and making recommendations to the Governing Council with respect to such activities. She/He shall perform all the duties and accept all of the responsibilities usually required of a Head of School as prescribed by the Education Laws of New Mexico State, the rules and regulations of the NM Public Education Department (NMPED), laws and regulations of the United State and the state of New Mexico, and the policies, rules, and regulations established by the Governing Council.

1. Primary Activities

The Head of School shall possess the following powers and shall:

- A. Speaks as necessary on all matters before the Governing Council, but has no vote
- B. Enforces all provisions of law and all rules and regulations relating to the management of the school and other educational, social and recreational activities under the direction of the Governing Council.

2. Governing Council

- A. Keep the Governing Council informed of the condition of the School's educational system; assure effective communication between the Governing Council and the staff of the school system. Relay all communications by the Governing Council regarding personnel to School employees and receive from all school personnel any communications directed to the Governing Council.
- B. Direct the Preparation of the agenda for Governing Council meetings, in consultation with the Chair of the Governing Council. Prepare and submit recommendations to the Governing Council relative to all matters requiring Governing Council action, placing before the Governing Council such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- C. Submit to the Governing Council a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- D. Develop and recommend to the Governing Council objectives of the educational system; see to the development of internal objectives which support those of the Governing Council. Supervises

New Mexico School for the Arts – High School

the Principal in the coordination and implementation of School instructional program, ancillary and support programs at the school level.

E. Develop and recommend to the Governing Council long-range plans consistent with population trends, cultural needs, and the appropriate use of School facilities, and see to the development of long-range plans which are consistent with Governing Council objectives and Charter statutes.

F. Develop specific administrative procedures and programs to implement the intent of the approved NMSA Charter and long range plans consistent with the policies, directives and formal actions of the Governing Council.

G. Act as custodian of records for NMSA as defined by law and regulations. Assure all required documentation for the Business of the Governing Council is maintained.

H. Supervise the development, implementation and maintenance of school policies, procedures and regulations.

I. Assure execution / implementation of all decisions of the Governing Council.

3. Curriculum and Instruction

A. Provide for the optimum use of the staff of the School. Ensure the School is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.

B. Responsible for planning and implementing appropriate professional development for all employees as are necessary to carry out the educational program of the school.

C. Summon employees of the School to attend regular and occasional meetings as are necessary to carry out the educational programs of the School.

D. Supervise the Instructional Leadership Team.

E. Assess and evaluate appropriateness of the School's services and programs.

4. Human Resource

A. Recruit and hire all employees of the School.

B. Supervise, evaluate and recommend for re-employment all employees of the School following School, state and federal procedures as required. Provide personnel reports as required.

5. Financial Stewardship

A. Prepare the annual proposed budget in conjunction with the Business Manager and submit it to the Governing Council by March 1 or at such earlier date as is necessary to provide an adequate opportunity for the Governing Council's discussion and deliberation to meet the NMPED deadlines.

B. Ensure all funds, physical assets, and other property of the School are appropriately safeguarded and administered.

New Mexico School for the Arts – High School

6. Other

A. Develop throughout the School, high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.

B. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Governing Council policies.

C. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the School.

D. Establish and maintain liaison with other schools, NMPED, colleges and universities, NM Legislature, and the U.S. Department of Education.

E. Act on own discretion in cases where action is necessary on any matter not covered by Governing Council policy or directive. Report such action to the Governing Council as soon as possible.

7. Primary Relationships

The Head of School observes and maintains the following relationships:

A. Governing Council

1) As chief executive officer, be accountable to the Governing Council, as a Governing Council, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities and responsibilities.

2) Attend, or have a representative attend, all meetings of the Governing Council.

3) Represent the School as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.

B. Administrators

1) Directly oversee the work of the Principal and other School personnel.

2) Hold regular meetings with the other School administrators to discuss progress and educational problems facing the School.

3) Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

4) Approve the vacation schedules for administrators and staff; and be responsible for all evaluations of administrators.

C. Other

1) Work with other Governing Council employees and advisors, including auditors, architects, attorneys, consultants and contractors.

New Mexico School for the Arts – High School

2) Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the School. Represent the School in collective negotiations with recognized or certified employee organizations.

3) Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda.

4) Represent the School before the public, and maintain, through cooperative leadership, both within and without the School, such a program of public relations as may keep the public informed as to the activities, needs and successes of the School.

5) Receive all complaints, comments, concerns and criticisms regarding the operation of the School from the public, employees of the School, students and Governing Council members.

Knowledge, Skills, and Abilities Required

Believes in the mission of the School

Desires to strive for excellence in job

Demonstrates ability to work with people of all backgrounds and ages

Behaves ethically and with personal integrity

Communicates clearly

Excellent organizational skills

Displays professional appearance

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

REVIEWED:☐

Head of School Signature

Date

Governing Council Chair Signature

Date ☐