



**Job Title:** Executive Director  
**Reports To:** Board of Directors  
**Position Type:** Full-time, Exempt  
**Salary Range:** \$112,000 DOE

**Do you have a heart for education and an authentic interest in your students and their unique needs?  
Are you able to inspire, empower, and build authentic relationships?  
If so, we may have an opportunity for you!**

**QUALITY RELEVANCE SUCCESS**

The mission of the Mark Armijo Academy (MAA) is to provide a quality and relevant education in a community that promotes caring and belonging for all students, especially those who seek a more personal and innovative educational setting.

**Who We Serve:**

- District Charter School authorized by Albuquerque Public Schools (APS)
- 200 students
- 92% Hispanic population
- ~20% are English Language Learners
- ~30% qualify for Special Education Services
- Community Eligibility Provision – provides universal free breakfast and lunch

**JOB DESCRIPTION:**

Mark Armijo Academy (MAA) seeks an exemplary individual to guide the school, continue its vision, build on its inclusive Community School model, and lead the organization into the future. As the Mark Armijo Academy Charter School Executive Director, you are also responsible for ensuring that students are learning effectively, meeting their educational goals, and are part of a safe and encouraging community.

The Executive Director is responsible for the entire operation of the school and will directly lead a team of academic, operation, program, and community engagement professionals (25-person team). You'll work closely with all staff members, providing training, establishing performance requirements, and evaluating teachers/staff.

The Executive Director reports to the school's Board of Directors and keeps them informed of legal and financial issues, implements school improvements, ensures policies align with the school's mission, maintains/improves its overall rating and accreditation, and enforces regulations at the local, state, and federal levels.

The successful candidate will be a proven leader who creates a trusting and inclusive environment, builds authentic relationships, is an innovative problem-solver, and will have demonstrated success in a similarly situated school or organization.

**PRIMARY DUTIES & RESPONSIBILITIES:**

**Board Relations**

- Advocate, promote, and execute the mission, vision, values, goals, and strategic objectives of MAA
- Collaborate with the MAA Board of Directors, staff, and community to establish and administer policies and procedures
- Contribute and participate in the strategic planning process with the Board of Directors
- Collaborate and communicate with the MAA Board of Directors to ensure progress is made toward implementing the approved charter and meeting the goals defined by the Strategic Plan
- Coordinate with the Business Manager to ensure the proper use and reporting of public funds and to provide financial information to the MAA Board of Directors

### **Communications & Community Relations**

- Effective and clear communications with all stakeholders and responds appropriately to community feedback
- Promotes, invites, seeks, and values input and involvement of all stakeholders to fully participate in the schooling process
- Collaborate with students, families, staff, and community partners to respond to the diverse interests and needs of students
- Serve as the educational leader, representative, and primary spokesperson to the NM Public Education Department, the Public Education Commission, and/or Albuquerque Public Schools on behalf of MAA
- Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context for the betterment of the school

### **Instructional Leadership**

- Serve as an Instructional Leader to include hosting staff meetings and professional development opportunities in alignment with the school's mission, goals, and programs
- Provide support to staff and students to ensure school and individual goals are met and a high academic standard is maintained for student achievement
- Sets priorities for improving student achievement and promotes high expectations for teaching and student learning
- Maintain an inclusive and nurturing culture which attends to each student's unique needs and advocates for the success of all students
- Ensure progress data from the state and school-based assessments drives curriculum, staffing, and student support
- Build and maintain a culture of professional learning, collective trust, and shared responsibility
- Incorporate enrichment activities and programs that emphasize real-world learning and problem solving (i.e. Restorative Justice Program)

### **Administrative and Organizational Management**

- Ability to build strong relationships with a diverse group of individuals and find common ground with difficult situations
- Ability to develop an environment of trust, build a collaborative team, and motivate and inspire others
- Manage, coordinate, and collaborate with staff to ensure all safety protocols and student disciplinary policies are followed to safeguard a secure and orderly learning environment for all
- Provide training and support to ensure MAA staff, students, and families have access to, understand, and adhere to MAA policies and procedures
- Conduct formal and informal observations, performance evaluations, and coordinate additional teacher support and/or professional development
- Recruitment, hiring, retention, and supervision of all staff, including full-time/part-time teachers and substitute teachers
- Maintains credentialing, memberships, and good standing with state and national charter school organizations

### **Budget and Development**

- Assist in preparing the annual budget for approval by the Board of Directors, Public Education Department, and/or Albuquerque Public Schools
- Manage the school's instructional budget in accordance with all state and federal laws and regulations and present the budget to the Board of Directors, school community, and appropriate stakeholders
- Collaborate with the Board of Directors and Foundation Board to establish fundraising goals and requirements, capital outlay funding, cultivate donors, and secure charitable contributions
- Oversees organizational resources to ensure that MAA's operations are efficient and the team is successful

### **ADDITIONAL JOB FUNCTIONS:**

- Establish a safe and inclusive environment that values and supports differences and individuality for all students, families, and staff to include mental and physical health services
- Create and maintain a professional, positive, and cooperative relationship with all staff, teachers, parents, community members, media, and MAA stakeholders
- Oversee and manage MAA's current facilities and collaborate with the Board and Board Foundation to develop and execute a master plan for additional educational facilities
- Assist with emergency situations as needed
- Perform other duties as assigned

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Valid [NM Administrative License](#) as outlined by the NM Public Education Department
- Master's degree from a regionally accredited college or university
- 5+ years of experience in a school setting
- Passion, knowledge, and enthusiasm for the NM Community School's Model
- Organizational leadership experience with a proven record of success in leading cross-functional teams to achieve ambitious results
- Strong strategic thinking and planning skills, with an ability to manage multiple projects and priorities effectively
- Exceptional communication skills and ability to motivate staff, parents, community leaders, stakeholders, etc.
- Experience forming, cultivating, and expanding partnerships with key constituents in the public and private sectors, such as foundations, individuals, and government agencies
- Utmost personal integrity that balances a strong commitment to transparency with necessary confidentiality in sensitive matters
- An unwavering dedication to establishing and maintaining positive, respectful relationships with students, staff, parents, and community members
- Strong financial acumen and ability to collaborate with MAA's Business Manager for budgeting, audit processes, investment oversight, and financial reporting
- Knowledge of local, state, and federal laws applying to public charter schools

**PREFERRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge and experience working in the charter school sector including charter growth, expansion, and facilities
- Experience working with a Board of Directors
- Experience using Canvas
- Experience using SharePoint and/or NM Elevate
- Bilingual Spanish/English preferred

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, etc. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand, walk, sit (at desk 75% of the day), climb stairs, and perform small maintenance tasks as needed. The employee may occasionally lift or move up to 50 pounds. Talking and hearing are essential for communications and visual acuity essential for reading.

**BENEFITS:**

Mark Armijo Academy provides a competitive salary and is committed to sponsoring a comprehensive benefits package which includes Health & Welfare Benefits for employees (Medical/Rx/Dental/Vision). MAA is a participating New Mexico Public Schools Insurance Authority (NMPSIA) entity. In addition, we offer Life Insurance, Long-term Disability, Personal and Sick Leave Benefits, and support for Professional Development opportunities. MAA is a participating entity in the New Mexico Educational Retirement Board (NMERB). All employees are required by law to contribute to NMERB. MAA offers additional benefits and retirement plan options through additional partner agencies.

**Equal Opportunity Employer / Protected Veterans / Individuals with Disabilities**

The Mark Armijo Academy provides equal work opportunities to all employees and applicants and does not discriminate on any basis, which is prohibited by law, including race, color, sex, gender identity, sexual orientation, political views, age, religion, national origin, disability, pregnancy, marital status, or veteran status.

**If you're interested in leading our team and being considered for the Executive Director opportunity, please submit your resume and cover letter to [JeniferRomero15@outlook.com](mailto:JeniferRomero15@outlook.com)**