



Job Title: Executive Director (ED)
Reports To: SVPS Governing Council (Board of Directors)
Position Type: Full-time, Exempt
Salary Range: \$95,000 commensurate with experience

Are you a compassionate and collaborative leader? Do you inspire and empower others? Do you take on new challenges and grow from them? If so, we may have an opportunity for you!

The mission of South Valley Preparatory School (SVPS) is to provide a small, safe, and unique family learning community where students are prepared for high school and beyond. SVPS is built upon the principle of small learning communities which we believe is foundational in addressing the complex needs of the middle school student. Within our small learning community, we loop students with the same core team of teachers for all three grades.

We offer a unique learning experience and have a variety of community partnerships that create positive results in the academic and social/emotional health and well-being of our students (i.e., Health/Nutrition and Cultural Programs, Outdoor Experiential Learning, and the Youth in Education Program). We're able to offer a variety of clubs and after-school programming to support, challenge, and enrich our student experience. In addition, we have an active role in the Charter School League in which students can choose to participate in cross country, volleyball, basketball, or track.

Who We Serve:

- State Charter School authorized by the Public Education Commission (PEC)
- 176 students - (Enrollment cap of 210)
- 92% Hispanic population
- ~20% are English Language Learners
- ~23% qualify for Special Education Services
- Provision 2 School – provides universal free breakfast and lunch (75% Free & Reduced Meal)
- Identified as a CYFD At-Risk Site - allows for free after-school dinner for all students

JOB DESCRIPTION

South Valley Preparatory School (SVPS) seeks an extraordinary individual to guide the school, continue its vision, build on its inclusive Community School model, and lead the organization into the future. As the SVPS 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 manage a team of academic, operations, programs, and community engagement professionals (40-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 Governing Council 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

Educational Leadership

- Advocate, promote, and execute the mission, vision, values, goals, and strategic objectives of SVPS.
- Serve as an Instructional Leader to include hosting staff meetings and professional development opportunities in alignment with the school's mission and goals.
- Implement and follow policies and procedures to ensure teachers and staff are held accountable for achieving school and individual goals along with high academic achievement for students.
- Ensure progress data from the state and school-based assessments drives curriculum and informs instruction.
- Maintains credentialing and membership with state and national charter school organizations.
- Collaborate with the SVPS Governing Council, staff, and community in the strategic planning process.
- Build and maintain a culture of professional learning, collective trust, and shared responsibility.
- Promote interaction among families, administration, and teachers to help families be more involved in the decisions about their children's education.
- Incorporate enrichment activities that emphasize real-world learning and community problem solving.

Administrative and Operational Oversight

- Ensure all policies and procedures are adhered to and followed.
- Responsible for all day-to-day school operations.
- Recruitment, hiring, and supervision of all staff, including full-time/part-time teachers and substitute teachers.
- Conduct formal and informal observations, performance evaluations, and coordinate additional teacher support and/or professional development.

Governance and Internal Relations

- Serve as the educational leader, representative, and primary spokesperson to the NM Public Education Department and the Public Education Commission, on behalf of SVPS.
- Manage, coordinate, and collaborate to ensure all safety protocols and processes are followed.
- Collaborate with the SVPS Governing Council to ensure progress is made toward implementing the approved charter and meeting the goals defined by the Performance Framework.
- Coordinate with the Business Manager to ensure the proper use and reporting of public funds and to provide financial information to the SVPS Governing Council.
- Collaborate with SVPS teachers to implement the school's Student Discipline Policy and maintain an appropriate and orderly educational environment.

Budget and Development

- Assist in preparing the annual budget for approval by the Governing Council and Public Education Department.
- Manage the school's instructional budget in accordance with all state and federal laws and regulations.
- Present the budget to the Governing Council, school community, parents, and appropriate stakeholders.
- Collaborate with the Governing Council to establish fundraising goals and requirements, capital outlay funding, cultivate donors, and secure charitable contributions.

ADDITIONAL JOB FUNCTIONS

- Establish a safe and inclusive environment for all students, families, and staff to include mental and physical health services to support student success.
- Create and maintain a positive and cooperative relationship with all staff, teachers, parents, community members, and SVPS stakeholders.
- Assist with emergency situations as needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Required:

- 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 middle 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
- Strong financial acumen and ability to collaborate with SVPS's Business Manager for budgeting, audit processes, investment oversight, and financial reporting
- Knowledge of local, state, and federal laws applying to public charter schools
- 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

Preferred:

- Knowledge and experience working in the State Charter School sector
- Experience working with a Board of Directors
- Experience using SharePoint and/or NM Elevate
- Bilingual Spanish/English preferred

Work Environment & Physical Demands

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.

Salary & Benefits

South Valley Preparatory School provides a competitive salary and is committed to sponsoring a comprehensive benefits package which includes Health & Welfare Benefits for employees (Medical/Rx/Dental/Vision). SVPS 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. SVPS is a participating entity in the New Mexico Educational Retirement Board (NMERB). All employees are required by law to contribution to NMERB. SVPS offers additional benefits and retirement plan options through other partner agencies.

If you're interested in leading our team and being considered for the SVPS Executive Director opportunity, please submit your resume and cover letter to JeniferRomero15@outlook.com