

# **Des Moines Municipal Schools**

Des Moines, New Mexico

*Creating Success Together . . . One Student at a Time*

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## **Notice of Vacancy: Part Time- High School Principal Vacancy**

### **Job Description:**

Serve as the instructional leader for Des Moines School, supervise systems-based continuous school improvement that is aligned with district expectations, facilitate 90 Day planning, address student behavior, and excel as the chief school administrator. Focus on student and staff wellbeing while implementing School Board Policies, safety initiatives, program development, and curriculum alignment. Fully support differentiated student learning and the professional development of each staff member. Collaborate with district leadership to meet the following duties and responsibilities.

- Supervises and evaluates assigned staff using the NMTEACH Framework.
- Oversees and is responsible for all aspects of the operation of New Mexico Public Schools in full compliance of all federal, state and local laws, regulations, board policies and complies with all requirements of the New Mexico Public Education Department.
- Responsibilities include interviewing, hiring and training employees; Planning; assigning; and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Improve student success by elevating school-wide performance and student outcomes.
- Responsible for curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices and policies with parents and teachers.
- Serves as the primary liaison and builds relationships with parents, guardians and students.
- Works in conjunction with Superintendent to support the district vision and mission. In addition to the business office with timely processes.

### **Qualifications:**

- Minimum of five years of K-12 teaching experience and demonstrated leadership of administrative experience preferred.
- Master's Degree in Education or applicable proficiency
- 106 day work contract-May be adjusted with current legislation
- NM Administrative License from New Mexico Public Education Department

**Application Procedure:**

Application information can be found on Des Moines Municipal Schools Website  
<http://www.desmoines.k12.nm.us>

Please submit letter of interest and completed application to:  
Superintendent, Des Moines Municipal Schools  
P.O. Box 38, 500 Des Moines Avenue  
Des Moines, NM 88418

**Application Deadline:**

*July 30, 2020 or until filled*

*Des Moines Municipal Schools shall not discriminate on the basis of race, color, religion, age, sex, disability or national origin.*

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