

Des Moines Municipal Schools

P.O. Box 38
Des Moines, New Mexico 88418
<http://www.desmoines.k12.nm.us>
Phone: 575-278-2611 • Fax: 575-278-2617

Creating Success Together . . . One Student at a Time

Notice of 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 well-being 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 all District Administration to support the district vision and mission. In addition to supporting business office in timely processes.
- Athletic Director and willing to teach a class.

Qualifications:

- Minimum of five years of K-12 teaching experience and demonstrated leadership or administrative experience preferred
- Master's Degree in Education or applicable proficiency
- 220 day work contract
- NM Administrative License from New Mexico Public Education Department

Application Procedure:

Interested applicants please submit a letter of interest and completed application packet found on Des Moines Municipal Schools website at [http://desmoines.k12.nm.us/](http://desmoines.k12.nm.us) to ksumpterdms@bacavalley.com.

Application Deadline: Until filled

Des Moines Municipal Schools is committed to the philosophy of equal opportunity/equal access in all its employments, educational programs, activities and services and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, creed, religion, age, marital or parental status, mental or physical handicapping condition.