

HEAD ADMINISTRATOR JOB ANNOUNCEMENT

RAÍCES DEL SABER XINACHTLI COMMUNITY SCHOOL (Raíces)

MISSION: Raíces del Saber Xinachtli Community School implements a developmentally appropriate rigorous academic program through an interdisciplinary curriculum that is experiential, participatory, bi-literate, child-centered, and culturally responsive. Our students learn Spanish and English, achieving academic proficiency in all subjects in both languages as they develop critical and creative thinking skills.

Raíces is committed to creating an environment where students and parents are valued and actively encouraged to participate in constructing knowledge and creating a learning community. This shared responsibility promotes high academic performance, positive identity formation, and the reclaiming of cultural heritage. We believe that the involvement of all stakeholders is key to our success.

The position of Head Administrator of Raíces, a K-5 elementary charter school located at 2211 N. Valley Drive in Las Cruces, NM, will commence during the first semester of the FY25 school year. This position is for the Head Administrator to lead an innovative and mission-driven K-5 school. For more information, please visit our website at www.raicesdelsaber.org

Working closely with the school's Governance Board, the Head Administrator will be the primary leader and manager of programs, staff, and students. The person must possess:

- New Mexico Administrative License Level Three B
- Knowledge of school leadership theory and practice
- Experience as a head administrator, an assistant principal, and a K-5 teacher preferable.
- Expertise in school safety and student discipline
- Expertise in data analysis, long-term strategic planning, and systems thinking as it relates to curriculum development, finance, community engagement, and charter school development
- Experience with budgetary oversight and planning
- Knowledge of local, state, and federal school policies and procedures
- Knowledge of the Spanish language (must be proficient in the spoken language) and be open to learning about the Mesoamerican Culture and Indigenous ways as part of Raíces pedagogy.
- Knowledge of bi-literate strategies (90:10 Dual language immersion model)
- Experience with supervision and evaluation of school personnel
- Experience working with boards, parents, and various community organizations, and mediation and conflict resolution skills.

HOW TO APPLY

Applicants should send a resume, a cover letter outlining 1) how they meet the specific requirements for the position and 2) why or how they believe they can contribute to accomplishment of the Raíces Mission, and three letters of recommendation with names and contact information for these persons serving as references in the following categories: 1) a former or current supervisor, 2) a former or current colleague, 3) a personal acquaintance. Must Also show evidence of the NM Level Three B Administrative License.

For more information and a full job description visit our website: www.raicesdelsaber.org/careers
Send all application documents in PDF format to Lucia Carmona at lcarmona@raicesdelsaber.org

The position is open until filled. *Note: The selected candidate must pass a background check.*

We are an Equal Opportunity Employer



RAICES DEL SABER XINACHTLI

COMMUNITY SCHOOL

Raíces Head Administrator Job Description

General Functions: The Head Administrator is the primary leader and manager of programs, staff, and students. The person must possess knowledge of school leadership theory and practice; experience as a head administrator, an assistant principal, and a K-5 teacher (preferable); expertise in school safety; student discipline; data analysis, long-term strategic planning, and systems thinking as it relates to curricular development, finance, community engagement, and charter school development; experience with budgetary oversight and planning; knowledge of local, state and federal school policy and procedures; knowledge of Spanish language and culture; knowledge of bi-literate strategies (90:10 dual language immersion model); experience in teamwork with your staff, parents, school board, and partners; understanding of community school approach; experience with supervision and evaluation of school personnel; experience working with boards, parents and various community organizations; and mediation and conflict resolution skills.

Qualifications:

- New Mexico Administrative License (3B)
- Bilingual (English/Spanish)
- Five years of teaching experience
- Background Check that meets the state standards for school personnel
- School leadership experience with evidence of demonstrated success in working with culturally diverse populations (preferably in a bilingual educational setting)
- Experience with using student performance data to foster the academic success of all students
- Knowledgeable about charter school compliance, governmental laws, and regulations
- Understanding of the distinction of roles and responsibilities of governance vs management in a charter school setting
- Respect for diverse cultural elements of language, tradition, customs, attitudes, and humility as core values of the organizational culture.
- Be open to learning an innovative approach as part of the academic framework (Xinachtli Enrichment Curriculum)

Leadership Characteristics:

- *Educational philosophy aligned with the school vision and mission (non-negotiable)*
- Recognition of the value of and direct experience with creating and leading collaborative teams, including parents, families, and community partners
- Ability to facilitate positive and productive collaborations and to manage and cultivate leadership within the school team
- Highly organized, effective communicator, strong interpersonal skills
- Effective interactions with students, staff, parents, and the overall school community
- A vision for developing and sustaining a locally contextualized and rooted school environment

Duties and Responsibilities:

- Provide a safe and effective learning environment for students, staff, and overall school community
- Provide instructional leadership among teachers and other staff to address curriculum development and instruction in the classroom and other learning environments
- Conducts objective classroom observations and provides actionable feedback to teachers
- Hire, evaluate, and terminate charter school staff members as appropriate and benefit the student's needs and the school as a whole
- Contribute to creating the school budget and ensure the charter school follows fiscal policies and procedures, including internal controls and procurement practices as specified in the Governance Board Policy.
- Manage After School and Summer School Programs, if provided to students
- Plan and implement a school-wide Educational Plan for Student Success and Parent Engagement via Parent Council aligned with overall school goals, mission, and vision, including specific assessment and evaluation components

Responsibilities to the Governance Board:

- Report to the Governance Board and attend all board meetings and functions
- Keep the Board Chair informed of all aspects of school operations
- Bring to the Governance Board's attention issues that may require their action
- Communicate all Governance Board member's policies and changes to the teaching staff and non-teaching staff (and to parents and other partners when appropriate)
- Serve as a resource for the Governance Board in developing new policies and initiatives
- Serve as a resource for the Governance Board Treasurer and the Board on financial matters
- Serve as a resource to the Board Secretary in the development and maintenance of Board documents, including minutes, in compliance with the Open Meetings Act and the Inspection of Public Records Act

Personnel Responsibilities:

- Hire his or her staff with feedback from a committee formed by the Governance Board, parents, and already hired staff
- Evaluate the performance of all staff, ensure observation and evaluation of teaching staff is objective and in accordance with state requirements and the school's requirements
- Review and update staff job descriptions and oversee and coordinate continuing professional growth of staff
- Terminate staff when appropriate, ensuring proper protocol and documentation

Instructional Leadership Responsibilities:

- Provide leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and student performance
- Implement a plan for coaching teachers on instructional delivery methods
- Develop a plan for staff development programming
- Schedule the administration of all student assessments
- Track and communicate student academic performance to parents, the Board, the charter authorizer (Public Education Commission), and the NM Public Education Department

- Develop student performance reports as required (e.g., Reads to Lead, bilingual/multicultural program, special education, charter school performance framework, etc.)
- Support the overall school improvement process including teacher observations, modeling best practices, and analyzing student data
- Oversee the implementation of “Response to Intervention” process, including services to EL and Special Education students
- Create a safe, positive, achievement-oriented and structured learning environment
- Set and reinforce clear expectations and routines that are aligned with Raíces’ overall vision
- Administer policies dealing with discipline, conduct and attendance consistent with the practices of restorative justice

Professional Development /Personal Growth Expectations:

- Keep current with the educational literature, ideas, and practices, as well as charter school management practices
- Cooperate with the Governance Board to undergo a performance evaluation, develop and meet the goals of an individualized professional development plan
- Attend professional development activities designed to enhance and/or strengthen knowledge and skills that promote student learning and/or the practices of a high-performing charter school (e.g., becomes proficient with Web EPSS, OBMS, and the school’s student information and financial management systems)
- Attend ongoing guidance activities and/or workshops regarding Xinachtli’s ways of knowing further to conceptualize Raíces Del Saber’s vision and mission.

School Development:

- Write or contribute to grant applications to secure funding for the school
- Ensure the development of the school’s general operations budget and special projects budgets; prioritize spending; monitor charter school budget in collaboration with the Director of Operations and Community Engagement.
- Supervise a system for maintaining purchase orders and other expense records; approve, log, and monitor expenditures as delineated in the school’s internal control and procurement policies.