

EXECUTIVE DIRECTOR: NURSING SERVICES

JOB STATUS: OPEN

POSTING NUMBER: 00067845

SCHOOL YEAR: 2025-2026

CALENDAR: District Support / Full Year [School Calendars](#)

CLOSING DATE: 05/03/2026 04:00 PM

POSTING NUMBER: 00067845

LOCATION: 054:CHIEF OPERATING OFFICE

POSITION TITLE: EXECUTIVE DIRECTOR: NURSING SERVICES

JOB DESCRIPTION:

Purpose: To assist the superintendent in providing leadership for student health services and nursing services programs. Provides direct leadership for student health services in the district and school nursing programs aligned with the New Mexico School Health Manual, NMPED and NMDOH regulations and statutes, and Nurse Practice Act.

ESSENTIAL FUNCTIONS:

Essential Functions. An individual in this role must be able to perform the following functions with or without reasonable accommodation:

- Provides direct leadership for student health services in the district and school nursing programs aligned with the New Mexico School Health Manual, NMPED and NMDOH regulations and statutes, and Nurse Practice Act.
- Provides direct supervision of the area Senior Directors in the planning, implementation and evaluation of school health services and programs.
- Presents data, outcomes etc. to the school board and community leaders.
- Oversees the district school health policies and procedural directives and makes recommendations for the interpretation and revision of the policies.
- Analyzes legislative bills related to health, wellness, and other related topics (e.g. absenteeism, school safety, etc.).
- Implements agreements, manages and provides oversight for numerous partnerships that serve APS students schools as regards student school health services.
- Assesses the effectiveness of APS School Health Services.
- Oversees the recruitment, interview and selection of nurses and health assistants, district wide, for hire.
- Oversees the development and implementation of orientation and staff professional development programs for nurses and health assistants.
- Aligns School Health initiatives, goals and funding with district goals.
- Oversees the preparation and implementation of the assignments for the Nursing Services staff and evaluates the effectiveness of nursing allocations for schools.
- Collaborates with APS administrators and departments to coordinate School Health Services across the district.
- Manages budgets and funding sources including operational, Medicaid, title, grant and Foundation funding.
- Serves as a member of the District Leadership Team.
- Provides, oversight, joint supervision of the Nursing Services staffs and ensures state statutes are met by overseeing nursing practices.
- Oversees the development and maintenance of policy and procedures related to Nursing and the health care of students.
- Oversees the development and maintenance of policies for monitoring compliance with immunization laws.
- Ensures compliance with policies established by federal and state law and the district in the areas of nursing services.
- Oversees coordination of the preparation, presentation and distribution of nursing publications and information of nurses, administrators, parents and students.
- Develops and maintains positive working relationships and collaborates effectively with other district departments, outside agencies and institutions to provide appropriate nursing programs and services for students.
- Maintains a communication system that effectively collects and disseminates information about students to other district departments and schools as appropriate.
- Serves as a district liaison for post-secondary institutions, state health services groups/organizations, community organizations, the city and the state for nursing related initiatives.
- Collaborates with the Deputy Superintendent in the preparation and administration of the departmental nursing budget including oversight and expense approval.
- Maintains current knowledge and exemplary programs, best practices and services in the nursing field.
- Keeps abreast of developing issues, trends and materials for school nurses and disseminates information to staff and other district personnel.
- Oversees the provision of training and support necessary for school nurses and health assistants.
- Oversees the direct supervision of the school nurses in accordance with the districts policies and applicable laws.

- Responsibilities include: Hiring, supervising, training and evaluating school - level Nursing Department staff.
- Ensures departmental compliance with policies established by federal and state law in the area of nursing services.
- Researches and interprets best practices for School Health services.
- Provides leadership on school and district educational audits.
- Disseminates research and other information on School Health services best practices to APS staff.
- Works with other APS administrators and departments to develop and coordinate services related to student health enhancement in support of student education needs.
- Coordinates School Health activities with community, business and government agencies.
- Liaison and leadership for APS School Health, school and community activities.
- Strategic planning for health and health related issues including sustainability planning.

Duties. All duties are standard and apply to all Albuquerque Public Schools employees.

- Complies with state-approved Code of Ethics of the Education Profession, APS employee handbook, employment contract and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations.
- Shares the responsibility for the supervision and care of District inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through District mandated, individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within areas of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

Preferred Knowledge, Skills & Abilities.

- National Certification in School Nursing (NCSN certification)
- Doctorate in nursing or health related field
- Prior supervision of registered nurses and/or licensed practical nurses in a clinical setting
- Knowledge of requirements for School-Based Health Centers
- Knowledge of district policies and procedural directives.
- Five years of experience are in direct school nursing.
- Knowledge of policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Flexibility, organization

REQUIREMENTS:

Required Education, Licenses, Certifications, & Experience.

- Bachelor of Science in Nursing.
- Master's degree in Nursing or Health or Education or a Business field.
- Five years of management experience
- valid New Mexico Board of Nursing License.
- Current Valid New Mexico Public Education Department Nurse License or eligible to obtain one within 6 months of hire.

REQUIRED Knowledge, Skills and Abilities (list the minimum required knowledge, skills and abilities;

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Interpersonal skills with diverse populations, in-person and on the telephone.
- Knowledge of APS community, computer system, financial and legal requirements.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Knowledge of word processing, database and spreadsheet software.
- Current knowledge of state, national and international information that will improve graduation rates.
- Knowledge of current and effective school nursing practices, programs and services
- Knowledge of current best practice in reducing the barriers to learning
- Demonstrated leadership in working with students, staff, parents and others.

- Demonstrated competence in dealing with politically-based issues.
- Demonstrated leadership skills.
- Demonstrated effective communication skills both verbal and written.
- Demonstrated knowledge of school nurse techniques and programs.

CONTACT INFORMATION:

Contact: Gabriel Antonio Gonzales at / gonzales_gab@aps.edu

APPLY TO:

www.aps.edu District Support application.

A cover letter specific to the position of interest, updated resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for the application to be considered complete.

ADDITIONAL INFO:

GRADE / LEVEL: DSE17

SALARY: \$119,264.36

DAYS: 256

HOURS:

START DATE: June 1, 2026

[ADA Compliance](#)