

ASSISTANT SUPERINTENDENT OF SCHOOLS, LEADERSHIP, AND LEARNING

JOB STATUS: OPEN

POSTING NUMBER: 00068650

SCHOOL YEAR: 2026-2027

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

CLOSING DATE: 06/14/2026 04:00 PM

POSTING NUMBER: 00068650

LOCATION: 001:SUPERINTENDENT OFFICE

POSITION TITLE: ASSISTANT SUPERINTENDENT OF SCHOOLS, LEADERSHIP, AND LEARNING

JOB DESCRIPTION:

Purpose: Provide supervision and instructional support for principals in collaboration with the New Mexico State Department of Education and Albuquerque Public Schools' Instructional Departments.

ESSENTIAL FUNCTIONS:

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

- Support District and School Leadership with new processes, including interdepartmental processes; Curriculum and Instruction, School Level Design Teams made up of administrators for aligned professional development.
- Supervise principals
- Assist principals with curriculum development, budget support, observational support in classrooms, professional development for staff, and completion of grant paperwork and materials; assisting Instructional Councils to become high functioning units, building staff culture at schools, helping teacher leaders become stronger; developing processes and activities for Instructional Councils, close coordination with the Teachers Union (ATF); coaching for administrators including new principals and assistant principals.
- Provide assistance for principals with compliance issues; budget, teacher evaluation process, and principal evaluation.
- Give support to schools as indicated by the school grade report; professional development for schools including use of data, development of systems and onsite work with professional learning collaborative groups, Public Education school audits and follow up at schools; District data collection and analysis; strategic planning.
- Monitor school functions; contract management, conference arrangements for administrators, Budget, Grants Management, and Accounts Payable; Research, Deployment and Accountability for monitoring testing; Public Education instructional audits; whistle blower complaints; Instructional hours for State compliance.
- Provide support and leadership regarding Principal and Assistant Principal professional development; liaison to other departments; presenter and facilitator for professional development at monthly administrator meetings.
- Participate, facilitate and/or support District committees that support schools and administrators; Level Design Committees; District Data Teams; Level meetings; Curriculum Board meeting for both high school administrators and middle school administrators.
- Plan and conduct school visits.
- Assure ongoing professional communication and close collaboration with all assigned schools regarding the mission, goals, and progress of Student Learning within APS and the community.
- Maintain open lines of communication and advises assigned staffs of pertinent and applicable information.
- Provide leadership and direction in the development and modification of all plans and programs in support of the educational process.
- Utilize effective communication skills, both verbal and written.
- Implement flexibility, organization, decision-making and problem solving skills.
- Maintain ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Other duties as assigned

Duties. All duties are standard language and apply to all Albuquerque Public Schools employees. Duties cannot be changed or altered. Employees are not screened based on duties.

- 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

- Demonstrated proven track record of effective administrative leadership in previous positions
- Knowledge of federal and state laws relative to education.
- Experience in managing educational issues within a multicultural setting with diverse socio-economics.
- Ability to manage financial resources.
- Knowledge of APS community, computer system, financial and legal requirements.
- Demonstrated knowledge of current and effective curriculum/instruction practices, programs and services.
- Demonstrated leadership in working with students, staff, parents and others.
- Demonstrated competence in dealing with politically-based issues.
- Ability to maintain professional relationships with principals, Albuquerque Public School Leadership Team and Instructional Directors and the New Mexico Public Education Departments.
- Continuous improvement methodology knowledge.
- Standards based education knowledge.
- Knowledge and experience preparing teachers to use research-based teaching strategies with emphasis on special needs, English Language Learners, economically disadvantaged students and early childhood students.

REQUIREMENTS:

Required Education, Licenses, Certifications, & Experience

- Masters degree in education.
- Valid New Mexico Administrator License or ability to obtain one.
- Five years of experience as a site administrator
- Interpersonal skills with diverse populations in-person and on the telephone.

CONTACT INFORMATION:

Contact: Anna Chavez at 505-584-6859 / anna.chavez@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: DSE 18

SALARY:

DAYS: 256

HOURS:

START DATE: July 1, 2026

[ADA Compliance](#)