

PRINCIPAL: ALTERNATIVE SCHOOL

JOB STATUS: OPEN

POSTING NUMBER: 00069790

SCHOOL YEAR: 2026-2027

CALENDAR: Traditional [School Calendars](#)

CLOSING DATE: 08/14/2026 04:00 PM

POSTING NUMBER: 00069790

LOCATION: 593:EARLY COLLEGE ACADEMY

POSITION TITLE: PRINCIPAL: ALTERNATIVE SCHOOL

JOB DESCRIPTION:

Purpose: To manage all resources at the school including personnel, time, budget, equipment and materials.

ESSENTIAL FUNCTIONS:

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

- Supervises the development, implementation and maintenance of school policies and procedures.
- Supervises the coordination and implementation of district instructional program and ancillary and operational support programs at the school level and assists in their development.
- Serves as instructional leader at the school.
- Monitors school activities and policies for adherence to all district, state and national regulations.
- Assesses appropriateness of school services and programs.
- Makes changes in programs, personnel, facilities, materials and equipment following district policies.
- Encourages staff, students and community contributions to the school development whenever appropriate.
- Evaluates the work of school staff following district procedures and provides reports as required and provides or cooperates in staff member recognition or problem remediation as requested or required.
- Designs in-service training and staff-development programs at the school and conducts school staff meetings.
- Assists in the recruitment and selection of applicants for school-based positions.
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities.
- Develops and maintains student discipline procedures following established guidelines.
- Develops budget recommendations for the school and manages all funds allocated to or generated at the school site.
- Supervises the development and maintenance of a school environment that is conducive to learning and appropriate to the maturity and interests of students.
- Establishes policies and procedures to ensure the safety of students, staff, facilities and equipment.
- Supervises the preparation and maintenance of all records and reports as required at the school.
- Supervises the Assistant Principal(s) in the areas of curriculum, attendance, building and grounds, and discipline.

Duties. All duties are standard 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.

- Matching skills with school criteria
- Teaching at a particular level
- Special education experience
- Budget development experience
- Physical-site development experience
- Technology experience
- Support of student-driven programs e.g. Categorical programs
- Second language
- Administrative experience
- Mediation/conflict resolution experience
- Strong interpersonal skills
- Excellent oral and written communication skills
- Flexibility, organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Knowledge of district policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Knowledge of word processing, database and spreadsheet software.

REQUIREMENTS:

Required Education, Licenses, Certifications, & Experience.

- Bachelor's Degree and Master's Degree in Educational Administration to include internship hours.
- Valid NM Teacher's Level II or Level III license.
- Valid NM Administrative license 100.
- Satisfactory completion of pre-employment physical examination.

CONTACT INFORMATION:

Contact: Kenneth Salazar at / kenneth.salazar2@aps.edu

APPLY TO:

APS.EDU/JOBS

ADMINISTRATIVE APPLICATION

Submit resume and cover letter with submitted application

ADDITIONAL INFO:

GRADE / LEVEL: SPE5

SALARY: MINIMUM \$120,640 ANNUAL

DAYS: 216

HOURS:

START DATE: October 1st, 2026

[ADA Compliance](#)