

ASSISTANT SUPERINTENDENT OF SCHOOLS - LEADERSHIP AND LEARNING

JOB STATUS: OPEN

POSTING NUMBER: 00064884

SCHOOL YEAR: 2025-2026

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

CLOSING DATE: 06/08/2025 04:00 PM

POSTING NUMBER: 00064884

LOCATION: 001:SUPERINTENDENT OFFICE

POSITION TITLE: ASSISTANT SUPERINTENDENT OF SCHOOLS - LEADERSHIP AND LEARNING

JOB DESCRIPTION:

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:

Incumbent must achieve the following outcomes 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.
 - Other duties as assigned
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- 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.

DUTIES: In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession 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 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 area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

- 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:

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

APPLY TO:

Please apply at www.aps.edu and submit a District Support application. A cover letter, resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for your application to be considered complete. Cover letter and resumes are considered valid for one year from the submission date.

ADDITIONAL INFO:

GRADE / LEVEL: DSE 18

SALARY: \$132,416.72

DAYS: 256

HOURS: 8

START DATE: July 1, 2025

[ADA Compliance](#)