

EXECUTIVE DIRECTOR: BOARD AND GOVERNMENT RELATIONS

JOB STATUS: OPEN

POSTING 00064540

NUMBER:

SCHOOL YEAR: 2024-2025

CALENDAR: District Support / Full Year 

CLOSING DATE: 05/18/2025 04:00 PM

POSTING 00064540

NUMBER:

LOCATION: 099:BOARD OF EDUCATION

POSITION TITLE: EXECUTIVE DIRECTOR: BOARD AND GOVERNMENT
RELATIONS

JOB DESCRIPTION:

Purpose: The Executive Director of Board and Government Relations ensures effective, transparent, and coordinated governance across Albuquerque Public Schools. Reporting directly to the Superintendent and serving on the Cabinet, this role leads board services, policy development, charter school oversight, and government relations. The Executive Director works closely with the Board of Education, the Superintendent, and district leadership to support informed decision-making, uphold legal and ethical standards, and foster strong relationships with local, state, and federal officials. This position is instrumental in maintaining clear communication between the district and its stakeholders, reinforcing public trust, and ensuring that governance practices reflect the district's values, responsibilities, and priorities.

ESSENTIAL FUNCTIONS:

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

Board Support & Operations

- Provide comprehensive support for Board of Education operations, including agenda preparation, meeting logistics, public notices, and ensuring compliance with the New Mexico Open Meetings Act.
- Supervise staff to ensure timely, accurate, and compliant documentation of all board meetings.
- Coordinate and facilitate effective onboarding, ongoing training, and orientation programs for Board Members to ensure clarity of roles and efficient governance.
- Serve as a point of contact for Board Members regarding governance processes, ensuring smooth communication and support for their work.

- Advise the Superintendent and Leadership team on board dynamics, communication strategies, and key governance issues to ensure informed decision-making.

Policy Development & Oversight

- Oversee the development, revision, and implementation of board policies and administrative procedures to ensure alignment with state and federal regulations, district priorities, and best practices in education governance.
- Manage the review and modification of board policies and administrative procedures to keep them up-to-date and reflective of evolving educational practices and legal requirements.
- Collaborate closely with the Superintendent, Cabinet, and Board Members to ensure policies and procedures are clear, actionable, and aligned with district goals.
- Supervise the Policy Analyst/Government Affairs Liaison in creating, revising, and disseminating policy-related materials, ensuring all stakeholders are informed of updates and changes.
- Ensure effective dissemination of policy updates across the district, supporting transparency and clear communication with staff, families, and external stakeholders.

Government Relations

- Oversee the monitoring and analysis of local, state, and federal legislation impacting Albuquerque Public Schools; ensure timely updates and recommendations are provided to the Superintendent and Cabinet.
- Supervise the Policy Analyst/Government Affairs Liaison in fostering and maintaining relationships with elected officials, government agencies, and key stakeholders to advance the district's legislative priorities.
- Represent the district in government forums, coalitions, and advocacy efforts, ensuring that APS's interests are well-represented at all levels of government.
- Lead the preparation of legislative briefings, policy statements, and official responses to proposed laws or regulations.

Charter School Oversight

- Supervise the Charter School Director to ensure compliance with state laws, district policies, and charter agreements.
- Lead charter renewal, monitoring, and performance evaluation processes, ensuring accountability and continued improvement within charter schools.
- Advise on strategies for charter school collaboration and support, ensuring alignment with district educational goals.

Additional Duties

- Ensure all governance activities and public policy efforts align with the district's goals, values, and legal obligations.
- Facilitate communication and coordination between the Superintendent, Board, and staff, ensuring a shared understanding of governance processes and supporting the Superintendent's leadership.
- Perform additional duties as assigned by the Superintendent to ensure effective governance and the continued success of district-wide initiatives.

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

- Master's degree in education, public administration, communication, political science, law or related field
- Effective verbal and written communication skills
- Flexibility, organization, decision-making and problem-solving skills
- Interpersonal skills with diverse populations
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others
- Knowledge of word processing, database, desktop publishing, and spreadsheet software

- Knowledge of educational policies and procedures
- Demonstrated leadership skills in working with various constituencies
- Knowledge of legislative and governmental processes and procedures
- Creative, initiative, good judgment, and research skills
- Familiarity with education policies, state and federal regulations, or similar public sector governance frameworks is a plus, but not required.

REQUIREMENTS:

Required Education, Licenses, Certifications, & Experience

- Bachelors degree in education, public administration, communication, political science, law or a related field.
- Eight years of experience in governance, government relations, or organizational leadership, with a proven track record of managing complex policies and procedures.
- Exceptional communication and interpersonal skills, with the ability to build and maintain relationships with a diverse range of stakeholders, including board members, government officials, and staff.

CONTACT INFORMATION:

Contact: Todd Torgerson / todd.torgerson@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. The cover letter and resume are considered valid for one year from the submission date.

ADDITIONAL INFO:

GRADE / LEVEL: DSE 17

SALARY: \$132,416.72

DAYS: 256

HOURS: 8

START DATE: ASAP