

Selection Process, Requirements and Timelines for APS Interim Superintendent

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Timeline for Interim Superintendent Search – August 2014

Wednesday, August 20, 2014

- Board of Education solicits candidates to apply for interim superintendent position.
 - Will occur Wednesday night after Board of Education meeting once process and job requirements are finalized.
 - The process, application requirements, how to apply, etc. will be posted on www.aps.edu
- Interested candidates may begin to apply for interim superintendent position upon posting. All candidate information required for application must be submitted to Brenda Yager in the Board of Education Services Office.

Thursday, August 21, 2014

- Candidates may continue to apply on Thursday.
- All candidate application required information must be received (electronic or hand delivery) by the Board of Education Services Office no later than 5:00 p.m. Thursday evening.

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- The Board of Education will meet in executive session Thursday evening to “vet” potential candidates.
- The Board of Education will select no more than ten, but preferably five, candidates for interviews on Friday, August 22, 2014. Selected candidates for interviews will be notified of interview and time of interview no later than 9:00 p.m. Thursday evening.

Friday, August 22, 2014

- The Board of Education will meet in executive session to interview prospective candidates for the interim superintendent position.
- Each individual Board of Education member will score the candidates on respective questions asked of each candidate.
- The Board of Education will compile total scores and discuss candidate options as a Board to determine the top candidate to whom it should offer the position.
- The Board of Education will meet with the top candidate to have a discussion of job expectations, the direction of APS while the interim superintendent is in charge of district administration and contract terms including salary and benefits.
- Once both parties have agreed to specific terms, the Board of Education will reconvene into open session to vote to appoint the interim superintendent.

Job Description

ESSENTIAL FUNCTIONS: Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Develops, implements and maintains strategic planning processes for District functions.
- Assures that the laws and regulations of the State Department of Education and the District are faithfully executed.
- Assists the Board in the identification of student achievement goals, and implements programs designed to achieve and evaluate progress toward meeting those goals.
- Supervises the development of systems for budget development, purchase of goods and services, accountability for expenditure of District funds, and analyses and reporting of the District's financial position to the Board and the general public.
- Participates in all Board meetings by assisting the Board in the development of the meeting agenda, by preparing background materials and analyses of issues brought to the Board, and by preparing recommendation on all issues brought to the Board for decisions.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
- Informs and advises the Board about the programs, practices and problems of the District and keeps the Board informed of the activities operating under the Board's authority.
- Hold meetings of stakeholders including, but not limited to teachers, students, employees and members of the community as necessary for the discussion of matters concerning the improvement and welfare of the District.
- Develops and implements plans for dealing with emergency situations and takes the necessary steps in time of emergency to safeguard students, staff, residents and school district property.
- Keeps informed of modern educational thoughts and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Keeps the public informed about modern educational practices, educational trends and the policies, practices and problems in the system's schools.
- Recommends and advises the Board on the need for new and/or revised policies and procedures necessary for efficient conduct of the District.
- Studies and revises, together with staff, all curriculum guides and courses of study, on a continuing basis.
- Assists the Board with the development of School Board policy and established rules, forms, guidelines and procedures to implement Board policy.
- Promotes good public relations between the District and the community by school activities, press, radio and TV releases, school/parent activities, personal participation in community activities and talks, bulletins, reports and conferences.
- Establishes procedures for communication between and among the Board, District staff, the media, the general public and other business, governmental and educational organization of the community, region and state.
- Supervises the development of systems for the recruitment, employment, evaluation, in-service, development, compensation and benefits for all District staff.
- Represents the Board in its dealings with city, county, state and federal governmental agencies, and assists in the development and pursuit of a legislative agenda. Successful candidates will have first-hand experience working with state and local governmental agencies including executive and legislative branches.
- Makes recommendations of new facilities or additions to existing facilities, and supervises the acquisition, construction, maintenance, renovation and disposal of all District facilities

- and properties.
- Creating culturally competent schools, work environments and communities.

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.
- Focuses on current district and Board of Education goals and determines best strategies to both meet and advance those goals.
- Performs other tasks related to area of responsibilities as requested or assigned by the Board of Education

REQUIRED APS PRE-EMPLOYMENT AND OTHER EMPLOYMENT CONDITIONS:

- Satisfactory completion of physical examination.
- Satisfactory completion of criminal background verification.

MINIMUM REQUIRED EDUCATION, LICENSES, CERTIFICATIONS, EXPERIENCE AND SKILLS:

- Masters degree, with specialization in Education Administration.
- Certifiable for an New Mexico State Administrative License.
- Highly effective communication skills, both verbal and written.
- Demonstrated skills in instructional leadership.
- Skilled in evaluating educational programs.
- Skilled in setting long and short range goals.
- Experienced in developing and operating multi-million dollar budgets and programs.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCE AND EDUCATION:

- Flexibility, organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work on multiple projects.
- Ability to coordinate the work of others.

- Proficient with the latest software.
- Ability to place responsibilities in a priority order.
- Knowledge of federal and state laws relative to education.
- Knowledge of group dynamics and group processes.
- Ten years of experience as a school administrator, preferably with a large school district at a top administrative level.
- Doctorate degree with a specialization in educational administration.
- Proficient with word processing, database and spreadsheet software.
- Ability to assess organizational strengths and weaknesses and administer policies accordingly.
- Experience with strategic planning and forecasting alternative futures and resource allocations.
- Ability to develop and maintain collaborative decision making and appropriate authority delegation.
- Experience in communicating and negotiating with diverse community groups, bargaining units, funding bodies and other private and public institutions.
- Experience in managing educational issues within a multi-cultural setting with diverse socio-economics.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions of this job:

- The incumbent will work with APS staff members in a team environment which may include the administrative staff, State department personnel, APS legal counsel, parents, students, advocates and others outside the District.
- Frequent interactions with people in person and on the phone will be necessary.
- Travel from location to location may be necessary.
- Functions are primarily performed in a normal office environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about assigned location unaided during the day.

Term & Conditions of Employment

Contract Length: The interim superintendent shall be placed on a 260 day contract (administrative contract) for purposes of payroll and benefits.

Term of Employment: The interim superintendent will serve at the pleasure of the Board of Education until such time that the Board of Education has named a full time, permanent

superintendent of the Albuquerque Public Schools and that the new superintendent has actively started employment with the district. The new superintendent may choose to continue to employ, after agreement by the Board of Education, the interim superintendent during a transition period between administrations.

The Board of Education shall have the right to terminate the contract between the district and the interim superintendent prior to the hiring of the new superintendent if deemed necessary by the Board of Education.

Salary & Benefits: Salary and benefits shall be determined upon completion of negotiations between the successful interim superintendent candidate and the Board of Education

Additional Resources: The Board of Education will provide reasonable additional resources at no cost to the interim superintendent critical to perform his/her job responsibilities.

Examples of those resources include:

- District laptop and/or desktop computer
- District cell phone
- District tablet device

Application Process and Required Information

Solicitation of Candidates

The Board of Education Services Office shall post information regarding required information to be completed by candidates, deadlines for applications, contact to receive application information and the process the Board of Education will use to appoint an interim superintendent to www.aps.edu.

Required Candidate Information

All candidates interested in applying to become the interim superintendent shall submit the following information to the Albuquerque Public Schools Board of Education Services Office by the deadline established by the Board of Education to be considered for employment.

Candidates must acknowledge that application information may be made public upon request.

- **Application:** Candidates shall complete the Board of Education developed application for interim superintendent. The application shall include contact information, personal information and an agreement that Albuquerque Public Schools may gather additional information necessary for an employment decision. Included in the application is a requirement to provide a driver's license number. This driver's license number will be used to complete a preliminary background check of candidates. Please see the application attached as a form to this procedural directive.
- **Letter of Intent:** Candidates shall include a letter of intent for the Board of Education's reference explaining the reasons the candidate is interested in the interim superintendent position.
- **Professional Resume:** Candidates shall include an updated professional resume which must include the candidate's work history, education history, at least three professional references (with phone contact information) and a list of his/her current professional certificates/licensure, endorsements and the state(s) in which they are issued.

Submission Deadlines

Candidates should refer to the posted timeline from the Board of Education for submission deadlines. All information should be sent to the Board of Education Services Office in either electronic or hard copy format. Contact information for submission of required material is:

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Albuquerque, NM 87110
yager@aps.edu
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Disqualification of Candidates

Candidates who submit incomplete information or submit information after the deadline may be disqualified from consideration for the interim superintendent position. Candidates who fail to meet the minimum requirements may be disqualified.

Candidates who fail the preliminary background check shall be automatically disqualified.

Candidate Interview and Selection Process

Selection of Candidates to Interview

The Board of Education shall meet in executive session to review candidates who have applied for the interim superintendent position. The Board of Education shall select no more than ten, but preferably five, candidates to interview in person or via videoconference for the position of interim superintendent.

Candidates selected for interviews shall be notified in advance that he/she has been selected for an interview and shall be given a time at which the interview will be conducted.

Interviews

The Board of Education shall meet in executive session to conduct interviews of candidates for the interim superintendent position. It is preferred that interviews take place in alpha order according to the candidates' last name.

The Board of Education shall conduct thirty minute oral interviews of each candidate. The Board of Education may require an additional written portion of the interview to evaluate the written communication skills of candidates.

Each interviewee shall be asked the same interview questions by the Board of Education. The Board of Education shall assign point values to each interview question and shall score each candidate's answer according to the question value. The Board of Education shall total the scores for each candidate to use as a basis of discussion for selection of the successful candidate.

Selection of a Successful Candidate

After each candidate has been interviewed, the Board of Education shall have a discussion in executive session about the candidate they believe will serve the district best as interim superintendent. The Board of Education shall reach a consensus for their top candidate.

The Board of Education may meet with the top candidate in executive session to discuss job expectations, the direction of Albuquerque Public Schools while the interim superintendent is in charge of district administration and the interim superintendent's contract terms.

Once agreement has been reached, the Board of Education shall take a public vote to appoint the interim superintendent and publicly announce the selection of the interim superintendent.

Contract

After the vote of the Board of Education to appoint the interim superintendent, the interim superintendent shall work with the Board of Education Board President and the Albuquerque Public Schools legal counsel to finalize an employment contract. The contract shall be submitted to the Board of Education for review and approval at the next scheduled Board of Education meeting.