

JOB DESCRIPTION

Taos Academy Head Administrator 2026

Charter School Head Administrator Position

Taos Academy is seeking a visionary **Head Administrator** to lead our innovative school community. As the primary instructional and operational leader, the Head Administrator is responsible for fostering a high-expectation academic environment, managing complex school operations, and ensuring alignment with the school's Charter Contract and Performance Framework.

Key Responsibilities:

1. **Visionary Leadership**

Oversee school culture, climate, and strategic direction while maintaining strong collaborative relationships with the Governing Board, staff, students, families, and community partners.

2. **Operations & Finance**

Manage human resources compliance, directly supervise instructional staff, and serve as Chief Procurement Officer (CPO), overseeing budgets, grants, and fiscal operations.

3. **Instructional Excellence**

Lead professional development, analyze student achievement data, and oversee specialized programs including Career and Technical Education (CTE), Dual Credit, and Special Education compliance.

4. **Compliance & Safety**

Ensure adherence to all New Mexico Public Education Department (PED) and Charter Schools Division (CSD) requirements, safety protocols, and facility management plans.

Qualifications

Licensure:

Current New Mexico Level III-B Administrator's License (pursuant to NMSA 1978).

Education:

Post-baccalaureate degree required.

Experience:

- 3-7 years of teaching experience
- 3-5 years of administrative leadership experience
- Demonstrated proficiency with educational technology systems

Preferred:

Minimum of three (3) years of administrative leadership experience within a charter school setting.

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Terms of Employment:

Compensation is based on experience, with a starting salary of **\$124,000**. Employment is contingent upon a successful FBI background check.

To Apply:

Submit a resume and three (3) professional references, including contact information for your current, direct supervisor, to:

Samantha Gonzales, Board Chair

Taos Academy Charter School
sgonzales@taosacademy.org