



JOB ANNOUNCEMENT

POSITION: Executive Director

REPORTS TO: Robert F. Kennedy Charter School, Governing Council

LOCATION: Albuquerque, New Mexico

POSITION STATUS: FLSA exempt, full-time, plus some weekends, evenings, and on-call

SALARY RANGE: \$120,000 - \$134,000 annually + benefits, salary commensurate with experience

ABOUT RFK CHARTER SCHOOL:

Robert F. Kennedy (RFK) Charter School prepares, motivates, and supports students to achieve their college and career goals in partnership with their families and the community. RFK Charter School is a 6-12+ institution with four different locations, including a middle school, a high school, and two program locations - a community farm and Career Technical Education (CTE) campus. In addition to the functions of the 6-12+ school, RFK Charter School is a key resource in the South Valley, providing community resources for families, students, and community members.

THE EXECUTIVE DIRECTOR'S ROLE IN THE ORGANIZATION:

The RFK Charter School Executive Director (ED) acts as the instructional leader and administrative head of the school, including the major responsibility of coordinating and supervising the school's educational activities. Under the general direction of the Governing Council and in conjunction with the school Principal, the ED is responsible for the planning and development of RFK Charter School's internal program, policies, and procedures; determines course and program activities, and staff requirements.

The ED oversees material and facility needs, prepares budget estimates, and coordinates all funding activities, including all grant awards. This position serves as the liaison between RFK Charter School staff, the RFK Charter School Governing Council, Albuquerque Public School District, Public Education Department, and State Board of Education, and community agencies to assure the adequate flow of information in all directions, keeping each group well informed and understood.

In addition to the responsibilities listed above, the ED will be an ambassador and advocate for the school, representing RFK Charter School in the local South Valley community and in the broader Albuquerque and education communities. Community engagement, public education, and relationship building are integral to the success of the organization and this position. Finally, the ED is champion for RFK Charter School students, both in the 6-12+ school and the Career Technical Education (CTE) program.

The difference between the Executive Director and the Principal: The Executive Director is responsible for the oversight of the executive leadership of RFK Charter School, including the schools' principal. The principal is responsible for directly managing and overseeing teachers, academic affairs, and instructional integrity. In addition to general oversight of the principal and staff (e.g. Dean of Students), the ED should be able to fill in for the principal in their absence. Both the ED and principal act as representatives of the school in the community, though the ED takes a much larger public-facing role.

Please see the attached job description for a full overview of position responsibilities.



WHAT YOUR FIRST SIX MONTHS MAY LOOK LIKE:

The RFK Charter School is currently in a state of both leadership and institutional transition. As such, the ideal candidate will have strong experience leading organizations and teams through change, be able to quickly adapt to change, and have a willingness to learn and grow.

To support the leadership transition, due to the upcoming retirement of our longtime Executive Director and Founder, the outgoing Executive Director has agreed to stay on to train and onboard the newly hired Executive Director. In the first 3-4 months of the position, the new ED will likely work directly with the outgoing ED, learning the basics of the day-to-day management of the school, and building relationships passed on by the outgoing ED. The outgoing Executive Director is expected to be fully retired at the end of 2025 and the new ED should plan to begin the 2026 winter semester as the solo ED.

RFK Charter School is also working through institutional change, as it moves to a school of first choice, expands its Career Technical Education (CTE) program, and works through a Public Education Department School Improvement Plan. The school will be re-evaluating its curriculum, undergoing significant academic performance planning, and implementing rigorous standards. The ED will need to oversee this transition and support students, staff, and faculty throughout the process.

CORE QUALIFICATIONS:

The successful candidate for this position will have a proven track record of engaging, managing, leading, and supporting teachers and staff who provide services to community members, and/or students. Candidates should have multiple years of experience in leadership, particularly educational leadership, direct service support and provision, and engaging council members to meaningfully contribute to the success of an organization.

Experience with developing community and political partnerships, managing private and government grants and contracts, and supervising a diverse staff are all required for this position. In addition, a successful candidate should have education and experience in organizational development and administration, and demonstrated experience in building, managing, and deploying budgets that fully support staff, students, and program development.

ADDITIONAL QUALIFICATIONS TO SUCCEED IN THIS ROLE:

- Educational Administrative License or a demonstrated willingness to secure an Educational Administrative License
- At least 5-7+ years of experience in a related field or equivalent leadership experience with demonstrated education administration and management skills
- Demonstrated interest and experience in Career Technical Education (CTE), recognizing that RFK Charter School is invested in increasing CTE opportunities
- Demonstrated experience in administration and supervision, especially supervision of staff with diverse educational strengths, development goals, and cultural backgrounds
- Experience developing and managing an institutional budget of similar size
- Strong knowledge of theories and practices of education and curricula development
- Knowledge of charter school and educational programs and challenges specific to Albuquerque
- Valid Driver's License and ability to pass an APS background check
- Commitment to community engagement for student/family success

**BENEFITS:**

RFK Charter School offers benefits through the Educational Retirement Board State Plan (healthcare, retirement, etc.) Full package details available upon request or during interviews. In addition, RFK Charter School offers generous PTO and holidays and paid closures in the winter and summer, totaling 4 weeks, in addition to PTO and holidays.

HOW TO APPLY:

In order to be considered for this position, please send a resume and cover letter (no more than 2-3 pages) with the email subject "RFK Charter School Executive Director" to admin@deltanewmexico.com. Questions should be sent to admin@deltanewmexico.com; no phone calls, please.

In addition to expressing why you are interested in the position, cover letters should answer the following prompts:

- Leading an institution like RFK Charter School requires agility and responsiveness, often outside of traditional working hours. Describe your experience and comfort working in an environment that requires non-traditional working hours (i.e. weekends, evenings, and on-call).
- Describe how you ensure that students and families from historically marginalized backgrounds are considered when creating education plans, directing school strategy, and implementing standards for teachers and staff.
- Please describe your experience supporting non-traditional education programs like the Career Technical Education (CTE) and bilingual programs and/or your understanding of the impact of these programs on communities.

Application period: 2/3/2025 - 3/30/2025

Applications will be reviewed on a rolling basis and interviews will begin immediately. This position is open until filled. Ideally, a candidate would be hired by July 1, 2025.

OVERVIEW OF THE APPLICATION PROCESS:

The hiring process will be conducted by a committee made up of three members of RFK Charter School's Governing Council and the current Executive Director/Founder, with the organizational support of a consultant. The full Governing Council and appropriate staff will also have the opportunity to provide input throughout the process.

Applications will be reviewed as they are received and qualified applicants will be selected for first round interviews with the hiring committee. Applicants selected for interviews will be contacted via email to schedule an interview with the hiring committee. Applicants not selected for interviews will be notified by email.

After the completion of first round interviews, the hiring committee will determine which applicants will move forward to second round interviews with the Governing Council. Applicants who are selected will be contacted via email to schedule this meeting. Applicants who are not selected will be notified by email.

The top 1-2 candidates will then be invited to tour the RFK Charter School and meet with staff. Applicants who are not selected will be contacted by email. Around the same time as the tour/staff meeting, the hiring committee will make reference calls and an APS-required background check will be required. Following the completion of reference checks/passing of the background check, the Governing Council will select a final candidate and make an offer.



EXECUTIVE DIRECTOR JOB DESCRIPTION

PRIMARY RESPONSIBILITIES

School Leadership

- Serves as an effective spokesperson and represents RFK Charter School well to its constituencies
 - Provides public education and awareness of the school and services provided, leading to higher enrollment
 - Establishes and makes use of working relationships with organizations and individuals in the field
 - Coordinates staff and Governing Council engagement with community organizations and government entities
 - Participates in State, Federal, or local advisory groups as appropriate
- With the Principal, engages staff and Governing Council in regularly reviewing and updating RFK Charter School's strategic vision, plan, and goals
 - Supports staff in establishing and evaluating goals and achievements
 - Maintains and utilizes a working knowledge of developments and trends in the education field and surrounding community
 - Demonstrates quality of analysis and judgment related to progress, opportunities, and need for changes
- Working with the Principal, measures RFK performance against stated charter goals and objectives
- Implements policies and procedures in accordance to RFK charter

Administration and Human Resources

- Establishes, leads, and supervises an effective staff, providing direct supervision of financial, development, and human resource operations
- Maintains appropriate balance between educational staff, special programs, and administration
- Schedules, prepares for, and leads all-staff meetings
- Ensures compliance with relevant educational and employment laws and RFK Charter School policies
- With Principal and leadership team:
 - Recruits, hires, evaluates, and retains diverse qualified personnel
 - Follows established and appropriate policies and procedures for hiring staff
 - Provides appropriate training, supervision, evaluation, and recognition for all staff members
 - Prepares ongoing education for staff, including appropriate in-services for staff and arranging for outside training services, as needed

Financial and Academic Management

- Provides overall management of all entities affiliated with RFK Charter School, operating plans, and budgets
 - Assures adequate control and accounting of all funds, including maintaining sound financial practices
 - Understands requirements of all grants and contracts and ensures compliance
 - Works with administrative team, Governing Council, and finance committee to prepare budgets, monitor progress, and initiate changes
 - Ensures all properties are maintained in accordance with education policies and best practices
- Meets regularly with senior leadership team and staff to maintain a high level of quality in educational performance, to understand academic challenges, and to work together to identify solutions and opportunities



- With senior leadership team, regularly review policies and procedures for the school (both academic and administrative policies and procedures) to ensure compliance and to identify necessary and appropriate changes
- Ensures educational activities are developed, evaluated, and/or dismantled using program, client, and community data to maximize mission, program effectiveness, and financial impact

Curriculum (responsibility to direct, produce, or oversee):

- Monitor the implementation and effectiveness of instruction in classrooms
- Confer with teachers and/or parents on curriculum issues
- Research and implement educational and community-based programs and curricula

Governing Council Engagement

- Provides appropriate leadership to the Governing Council
 - Works with the Governing Council to develop strategies for achieving mission, goals, and financial viability
 - Ensures Governing Council members are kept informed of the condition of RFK Charter School, the status of programs, the support of students, family, and staff, community and issue changes, and opportunities and challenges
 - Provides support and advice to Governing Council committees as necessary to accomplish the work of the organization
- Works with Governing Council officers to ensure the Governing Council is effective as a body and that there is an appropriate plan for recruitment and orientation of new and diverse Governing Council members
- Works closely with the Governing Council chair to create meaningful Governing Council meeting agendas that celebrate staff, student, and program successes, develop and monitor strategic plans for the organization, and appropriately conduct regular financial and administrative business
 - Attends Governing Council meetings, providing organizational and financial updates, and supporting staff to provide reports on program activities