



MESCALERO --Apache-- SCHOOL

P.O. Box 230, 260 White Mountain
Mescalero, New Mexico 88340
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"Mescalero Chiefs"

VACANCY Superintendent

Posted 11.10.2025

Primary Functions: To provide overall leadership and administrative functions including curriculum, instruction, culture and language preservation, supervision of staff, budget preparation and recommendation for expenditures, facility and property management of the Mescalero Apache School, grades K - 12, on behalf of the Mescalero Apache School Board and the Mescalero Apache Tribe.

Responsibilities:

- Administration and monitoring of the K - 12 instructional programs, inclusive of basic and supplementary programs, ensuring that all programs achieve the highest level of service to the Mescalero Apache School students as well as the highest standards of the school effectiveness.
- Provide overall monitoring of instruction, curriculum, fiscal management, property management, personnel management, and all other programs of the Mescalero Apache School.
- Provide assistance in curriculum development, policy development, dissemination of data, planning and research, reporting services and other activities important to the smooth operation of the Mescalero Apache School.
- Develop and implement activities to ensure parent, student and community involvement and participation in the overall development, implementation, and evaluation of programs of the Mescalero Apache School.
- Provide for and monitor the administration of all School Board policies and procedures of the Mescalero Apache School, ensuring compliance of such policies and procedures.
- Monitor and assist with acquiring supplemental funding to expand the financial resources of the school to effectively operate the K - 12 programs and services of the school.
- Assure the school complies with accreditation standards as determined by the accreditation team and the School Board.
- Establish, implement, and monitor program activities to ensure such activities are consistent with the Mission and Vision Statements and the goals of the school.
- Provide for the direct supervision of Principals/Directors/Managers and provide feedback and evaluation to said employees as required by the personnel policies and procedures.
- Monitor personnel, program and student evaluation and assessment activities.
- Provide for the direction for development, use and evaluation of the Apache culture and language and its instructional program.
- Provide direction for fiscal operations of the Mescalero Apache School which are in compliance with fiscal policies and requirements of funding and granting agencies that is done in consultation with the school's Business Director.
- Initiate contracts for transportation and buses.
- Monitor the receipt, review and approval of all financial reports, with submittal to the Mescalero Apache School Board for review and final approval.
- Ensure that all stakeholders of the school are advised of the educational/learning trends which are essential in establishing a continuous process for improvement for all students.
- Provides for final decisions on student status including enrollment, re-enrollment, rights and responsibilities, suspension, expulsion, promotion, and other applicable matters regarding student status, which is in consultation with appropriate staff resources.
- Oversees extra circular activities and sports.
- Provide outreach to community and parents.
- Provides adequate planning to ensure safety of students and staff by incorporating the MAS safety plan.
- Provide technical assistance and advisement in the development of policies, practices, procedures, and methods that will ensure that quality standards for learning are maintained for the school.
- Provide advisement and information to the School Board on school employee matters, including disciplinary actions, selection and termination or non-renewal of employment with the school.
- Conduct duties and responsibilities in accordance with School Board policies and procedures, certified financial accounting, and reporting policies and procedures of the school.
- Keeps current with technical advances at MAS.

- Conduct and participate in regular meetings with school leadership teams, staff, tribal education committees, parents, and community stakeholders.
- Attend BIE and national superintendent meetings to share best practices and coordinate policy implementation.
- Collaborate with tribal, state, and federal education partners to strengthen programs and services.
- Prepare and submit required reports to BIE headquarters and other oversight entities, including academic performance, compliance, and budget reports.
- Monitor and analyze school performance data to guide decision-making and continuous improvement.
- Ensure timely completion of federal, state, and BIE reporting requirements (e.g., accreditation, attendance, assessments, and staffing).

Major Planning Requirements:

- Plans for the development of an annual school calendar that becomes official only through working with the school staff, and finally with the School Board of the Mescalero Apache School.
- Plans for the preparation, development, and final adoption of the annual school budget, but only through the appropriate channels that include that School Board with its final approval.
- Plans for review and renewal of textbooks, library resources, computers and technology each year but done cooperatively with appropriate individuals/staff.
- Provide on-going planning and dialogue with the School Board and the Tribal Council, to assure both are kept informed about progress, opportunities, and problems of the school.
- Be familiar with BIE Requirements.

Key Relationships:

- Reports to the School Board but is ultimately responsible to the Tribal Council of the Mescalero Apache Tribe.
- Interacts daily with members of the staff of the Mescalero Apache School.
- Interacts and communicates at least on a weekly basis with members of the School Board.
- Interacts with the community, parents, visitors and other non-school people on a regular basis.
- Establishes key working relations within the BIE and with the New Mexico Department of Education.

Minimum Qualifications:

- Must possess a New Mexico School Superintendent's credentials.
- Minimum of three (3) years of successful experience as a Principal.
- Superintendent experience preferred.
- Must not have been removed from a previous position due to no confidence.
- Possess skills and be trained in educational program development, evaluation, fiscal operations, personnel supervision and evaluation, policy and procedure development, administration and staff training.
- Possess an understanding of recent educational trends and initiatives, long range educational planning, and good interpersonal skills that allows for the person to work with others in a successful manner.
- Must be knowledgeable of educational research and methods, as well as processing an understanding of educational systems and how to develop achievement standards for student improvement.
- Knowledge of BIE funding and requirements.
- Knowledge of the Mescalero Apache people and their culture, or a willingness to learn of them.
- Must be able to pass a background check prior to employment.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin, or other non-merit factors.

Term of Employment:

- Twelve-Month Contract

Salary Level:

- Negotiable with School Board

Working Conditions:

- Work is accomplished within the school environment.
- Work can and will become stressful at times.
- Will require travel to various meetings outside and within the community.
- The work is technical and does not allow for many errors.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Work will require the person to work evenings, weekends and at times be expected to work more than eight hours per day, and/or more than 40 hours per week.
- Subject to random drug testing as policy states.

Applications will be accepted until filled.

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: maschiefs.org

Applications can be returned by mail, fax to 575-464-0053 or emailed: lindsey.pellman@mescalero.org