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ABC Community School Executive Director

JOB CODE	JOB FAMILY	PROFILE
JCM501	**Community & Recreational Services**	**ABC Community School Executive Director**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**July 22, 2026**

The ABC Community School Executive Director is accountable for providing leadership in development and sustainability of a community schools system, including development of effective partnership with diverse stakeholders, prominent governmental and/or civic entities; grant development; development and management of initiatives; development of matrices and overall evaluation reporting. Employee supervision includes hire selection, training oversight, performance assessment, coaching, disciplinary and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs and oversees projects, initiatives, and funding streams related to the ABC Community School Partnership strategic plan. Responsibilities include budget oversight, development of strategic initiatives, facilitation of policy agendas, creation of reporting initiatives for oversight board members, development of reporting mechanisms, and securing financial support from public and private sources.
- Manages staff and/or contractors, including hiring, coaching, training, performance evaluations, and corrective actions.
- Develops, implements, and monitors the efficiency and effectiveness of services, fiscal impacts, and overall operations of ABC.
- Leads the annual strategic planning process and establish goals.
- Oversees data compilation and ensure effective reporting methods.

- Researches, advocates for, and secures financial support for community school development and sustainability.
- Guides system transformation by grounding strategies in current research, advocating for supportive policies, and ensuring robust implementation and sustainability.
- Present at meetings, conferences, and other forums.
- Ensures the operation of high-quality community schools in partnership with academic leaders, agencies, site stakeholders, and policymakers.
- Conducts annual assessments of community school strategy implementation. Provides technical support to evaluate, review, research, and summarize data for fiscal, programmatic, and administrative purposes.
- Collaborates with local, state, and national entities on community school development, standards, implementation, evaluation, and sustainability. Oversees and participates in department budget development and administration, approves forecasts and requisitions, control expenditures, and implements budget adjustments as needed.
- Plans, directs, and coordinates the departmental strategic plan through subordinate staff. Assigns projects and program responsibilities, reviews and evaluates work methods, and resolves issues with key staff.
- Oversees, through subordinate staff, contract management, performance monitoring, and support for behavioral and community health providers. Uses data analysis and program evaluations to guide decisions and build provider capacity. Conducts fiscal impact, cost-benefit, and program analyses. Coordinates special projects involving systems development, performance monitoring, data systems, strategic improvement, and project records.
- Oversees, through subordinate staff, quality assurance and improvement systems for behavioral health, crisis services, substance use treatment, and community health services.
- Performs all personnel functions for direct reports, including hiring, supervision, discipline, evaluation, and termination.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Social Sciences, Education, Public Administration, Business, Counseling, or a related field.
- Ten (10) years of work experience in a formal leadership position with community-based organizations and educational institutions.
- Four (4) years in a managerial role related to partnership and team development with organizational leadership.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Master’s degree from an accredited institution in Social Work, Education, or a related field is preferred.
- Bilingual proficiency in English and Spanish is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA trainings assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

WORKING CONDITIONS

- Perform most essential duties indoors.
- Work in a temperature-controlled environment.
- Perform duties on an even, typically dry surface that may be carpeted or tiled.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handle materials such as files, smart boards, markers, forms, reports, various paperwork, and basic office supplies.