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Deputy Director (Community School Innovation and Strategic Partnerships)

JOB CODE	JOB FAMILY	PROFILE
JCM525	**Community Services**	**Deputy Director (Community School Innovation and Strategic Partnerships)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**July 22, 2026**

The Community School Innovation & Strategic Partnerships Deputy Director provides strategic leadership for county-wide community school initiatives. This role oversees the planning, development, and execution of programs aligned with local, state, and national education and community goals. The Deputy Director ensures alignment with County policies, manages budgets and staff, and supports sustainable innovation through strategic planning, funding, and policy development. Serving as the Managing Director of the Albuquerque Bernalillo County Community School Partnership (ABC), a Joint Powers Agreement between the City of Albuquerque, Bernalillo County, and Albuquerque Public Schools, this position coordinates efforts across agencies and stakeholders to advance the vision of equitable, well-resourced community schools.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees key functions including board support, strategic planning, stakeholder engagement, staff and contractor management, legislative oversight, data reporting, community school development, special projects, and compliance.
- Provides strategic guidance and prepares detailed reports to support informed decision-making by the ABC Community School Partnership Board.

- Assists with agenda setting, prepares meeting materials, and implements board directives in alignment with policies of joint powers agreement (JPA) partners and community school initiatives.
- Monitors all ABC fiscal transactions, oversees section budgets, and assists with preparation and management of the department’s annual budget, including expenditure approvals and budget adjustments.
- In collaboration with the ABC Board, develops, recommends, and implements strategic initiatives and policies that support county and community school goals, assigning responsibilities and evaluating work outcomes.
- Leads the annual strategic planning process under direction of the ABC Board, including goal setting and policy agenda development.
- Advocates for policies that support the development, implementation, and sustainability of community schools.
- Serves as a liaison between the County and community school stakeholders, coordinating with government agencies, civic groups, and policymakers.
- Collaborates with local, state, and national organizations on standards, evaluations, and sustainability strategies for community schools.
- Supervises professional and administrative staff, including recruitment, training, performance evaluation, and corrective action as needed.
- Develops and maintains internal guidelines, aligns staff responsibilities with strategic goals, and manages contractor oversight when required.
- Directs contract management and performance evaluations for community school development and innovation initiatives.
- Identifies and pursues funding from public and private sources to support community school and County initiatives.
- Reviews and drafts legislation and ordinances, assesses policy impact, and provides recommendations.
- Ensures that policies and practices support sustainable community development.
- Develops effective reporting tools, compiles, and presents outcome data, and verifies accuracy of performance measures.
- Provides technical assistance for data evaluation and analysis in support of decision-making.
- Leads the design, implementation, and evaluation of community school strategies.
- Ensures high-quality execution of the community school model in coordination with academic leaders, partner agencies, and site stakeholders.
- Advocates for research-based policies that supports innovation and long-term sustainability of initiatives.
- Manages special projects to ensure timely execution, reporting, and alignment with strategic goals.
- Ensures adherence to safety regulations and County requirements.
- Acts as Department Director in their absence.

- Handles confidential records, plans, and decisions with discretion and integrity.
- ***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 Planning, Social Work, Education, Public Policy, or a related field.
- Ten (10) years of work experience in planning, community development, educational leadership, or a related field.
- Four (4) years of community school related experience.
- Four (4) years of experience in a managerial role.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Master's degree in Planning, Social Work, Education, Public Policy, or a related field.

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 training(s) 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.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential job duties are performed indoors in a temperature-controlled environment.
- Primary work surface is an even, dry, carpeted, or tiled floor.
- Works independently most of the time, with or without direct supervision.
- Occasionally works with a group or a designated team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Duties involve handling various forms of paperwork, including reports, records, and office documentation.