



POSITION DESCRIPTION

JOB TITLE:

SUPERINTENDENT

The New Mexico School for the Blind and Visually Impaired in Alamogordo, Albuquerque, and statewide is accepting applications for the position of School Superintendent. The Superintendent will provide the leadership necessary to make sure that NMSBVI continues its growth as an innovative leader in the field of blindness and to ensure that students who are blind/visually impaired will become independent, productive members of their communities. NMSBVI provides services through major programs:

- **School Aged:** Students, statewide, who are blind/visually impaired between the ages of 3 and 21 are served in a continuum of services through residential and outreach programs.
- **Birth to Three:** Serves children, birth to age 3, statewide who have been diagnosed with a visual impairment or who are at risk for a visual impairment.
- **Center-Based Early Childhood Program:** Within the greater Albuquerque area, children ages 3 to 5 with a visual impairment may receive educational support at a specialized center-based preschool or through itinerant services.
- **Instructional Resources Center:** Is composed of the Instructional Resources Library and the Accessible Media Production units in addition to maintaining the New Mexico repository.

SALARY:

Salary is set by the Board of Regents and is 100k to 120k depending on qualifications.

CONTACT:

Veronica Hernandez, Human Resources Director, 575-437-3505 ext. 4468 or 800-437-3505 ext. 4468, vhernandez@nmsbvi.k12.nm.us.



HOW TO APPLY

DEADLINE TO APPLY:

To ensure that your application and materials are included in our initial review, they must be received in our office no later than 5:00 p.m. MST on Friday, February 24, 2017.

APPLICATION PROCESS:

Please send letter of interest with a brief summary of your qualifications that includes the following:

- An application for employment, resume, official graduate and undergraduate transcripts, applicable licenses and certificates (letter of interest and summary of your qualifications and background must be in a format accessible by screen readers):

Describe your experience in:

- Developing and administering the educational programming and policies for students who are blind or visually impaired. Include your years of experience, the complexity, size, and level (state, regional, school district, school, etc) of the program and any relevant licenses that you have obtained.
- Working in or managing educational programming and policies in residential programs, early childhood programs, resource rooms, outreach services, etc. Include your specific role, years of experience, specific program/issues addressed (such as visual impairment), the complexity, and size of the program.

All documents except the application, transcripts and copies of licenses or certificates must be submitted electronically as a Word document for accessibility purpose to vhernandez@nmsbvi.k12.nm.us.

NM PUBLIC EDUCATION LICENSURE:

For information regarding New Mexico licensure, including reciprocity, you may visit <http://www.ped.state.nm.us/ped/index.html>



ABOUT US...

MISSION STATEMENT:

NMSBVI, an innovative leader and unifying entity in the field of educating students, birth-high school, who are blind or visually impaired, will identify and ensure quality education through collaborative relationships with students, families, and local/state/national partners to provide outstanding advocacy, training, resources, and support services, thus ensuring that all students who are blind or visually impaired will become independent, productive members of their communities.

GOALS:

1. We will foster an atmosphere of creativity that results in innovative practices and programs.
2. We will create a training system that results in sufficient numbers of specialized staff in the field of blindness and visual impairment for the state of New Mexico.
3. We will create a system to convey and receive information about blindness and visual impairment educational services, trends, research, etc. to all those involved or interested in serving students who are blind or visually impaired.
4. We will build a system of data-driven decision making that will be used collaboratively to determine goals, services and settings for educating New Mexico students with blindness or visual impairments.
5. We will develop a system that supports the successful transition of students with blindness or visual impairment and their programming across settings.
6. We will acquire community support and the resources essential to advance the success of each student with blindness or visual impairment.

For more information about the New Mexico School for the Blind and Visually Impaired you may visit our website at www.nmsbvi.k12.nm.us.



PROGRAMS

The New Mexico School for the Blind and Visually Impaired was founded in 1903 as a land grant school and is governed by a Board of Regents. Three years later, the school opened its doors in Alamogordo, New Mexico with 21 students, 2 teachers and a superintendent. It is a specialized school that provides residential, academic, support, and outreach services to students who are blind and visually impaired of New Mexico. NMSBVI is an entirely special education school. Today, the Residential campus is still located on the original site in Alamogordo with an Early Childhood Campus and Birth to Three Program housed in Albuquerque, New Mexico.

RESIDENTIAL PROGRAM

The Residential program at NMSBVI is an intensive program, individually designed, to ensure that every student gains the compensatory skills necessary to continue their education when they return to their home districts. NMSBVI provides both residential and day programming for students whose program includes both the common core curriculum and the expanded core curriculum of blindness.

PRESCHOOL PROGRAMS

The Alamogordo and the Albuquerque campuses have programs specifically designed to support young children, ages 3-6, who are blind/visually impaired. Children are placed in the program as day students by their local education agency. Therapy services and parent support services are an important part of both programs.

FAMILY INFANT TODDLER PROGRAM

NMSBVI provides statewide services to support all children ages birth-3 who have a diagnosed visual impairment or who are at risk to receive a diagnosis. Services are home-based and are direct services to families and children.

OUTREACH PROGRAM

The Outreach Department of NMSBVI provides a variety of services in the public school system. These include vision specific assessment for students throughout the state, mentorship support to New Mexico teachers in training programs to become teachers of the visually impaired, in-service training of school personnel and some direct service to school districts who do not have a teacher of the visually impaired.

OTHER

Programs include a low vision clinic and a personnel prep program that trains teachers of the visually impaired and orientation and mobility instructors. NMSBVI houses the state's instructional resource center and provides a statewide technology lending library.



BENEFITS

Benefits offered to employees of the New Mexico School for the Blind and Visually Impaired are significant, and are a valuable part of an individual's compensation package.

The Superintendent is provided a residence on the Alamogordo Campus and a school vehicle.

RETIREMENT: Employees are mandated to participate immediately under the New Mexico Educational Retirement Board. The employee contributes 10.7% of their total earnings, with the employer contributing 13.9% of the member's total salary.

VACATION: The Superintendent is entitled to 22 working days per year as annual leave with pay or 14.67 hours per month worked. Annual leave may be accumulated, but upon termination of employment no payment shall be made for more than 44 days of unused leave.

SICK: Sick leave is earned on the basis of one day per month worked. Sick leave may be accrued up to 720 hours. No payment of sick leave shall be paid upon termination.

LEGAL HOLIDAYS: Twelve month employees have 12 paid holidays: Independence Day, Thanksgiving Day, Labor Day, Columbus Day, Christmas Day, 2 Regent Days, Veterans Day, New Years Day, Martin Luther King Day, Presidents Day, and Memorial Day.

HEALTH INSURANCE: The State of New Mexico through its third party ERISA offers three different plans from which to choose. The first two are statewide Health Maintenance Organization (HMOs) administered by Presbyterian Health Plan and Blue Cross and Blue Shield. The final choice is a PPO Plan administered by Blue Cross/Blue Shield of New Mexico. By enrolling in one of the State of New Mexico's medical plans, you are automatically covered under the prescription drug program administered through Express Scripts. Coverage begins the first of the month following the date of employment.

DENTAL INSURANCE: The State of New Mexico currently offers Delta Dental PPO New Mexico.

VISION INSURANCE: Davis Vision Plan administers vision coverage for the State of New Mexico.

BASIC LIFE AND AD&D, OPTIONAL TERM LIFE, AND FAMILY-

DEPENDENT TERM LIFE: The State of New Mexico offers Basic Term Life and Accidental Death and Dismemberment (AD&D) insurance. In addition, Supplemental Term Life coverage is offered to employees who wish to elect an amount in excess of the basic \$50,000 package. The cost for coverage is based upon age and the amount of supplemental coverage elected. Dependent Life Insurance is also offered. You may enroll your spouse for coverage in the amount of \$10,000 increments and you may enroll dependent children for coverage in the amount of \$5,000, \$10,000 or \$15,000.



New Mexico School for the Blind and Visually Impaired

BENEFITS - CONT'D

DISABILITY:

Short-Term Disability, if you become disabled and apply for benefits under this plan you must complete a period of 28 days during which no STD benefit is paid. This is called the elimination period. The STD disability payments will be calculated at 60% of your weekly earnings to a maximum of \$500 per week.

Long-Term Disability, after exhausting your Short Term Disability benefits, you will automatically be eligible for Long Term Disability coverage if you are still disabled at the end of your STD benefit. The weekly benefit of 60% of your weekly earnings under Short Term Disability will transition to a single monthly payment of 40% of your monthly earnings to a maximum of \$2,000.

WHOLE LIFE INSURANCE: In addition to the Group Term Life Insurance offered through Minnesota Life, Supplemental Whole Life Insurance is offered through Globe Life and Accident Insurance Company. Whole Life Insurance is a guarantee issue product unless an individual is HIV positive or terminally ill. Rates are based upon age and amount of coverage and are not subject to increases based upon changes in employment or retirement.

FLEXIBLE SPENDING ACCOUNTS: A Flex New Mexico (FNM) account offers you a convenient way to pay for medical and dependent care expenses while you save on your taxes. FSA's enable you to set aside money from your paycheck BEFORE you have paid Federal and State Income Taxes and Social Security Taxes. This amount you set aside reduces your reported W-2 income, so you are never taxed on these savings.

DEFERRED COMPENSATION: NMSBVI has two investment programs available for employees to invest pre-tax earnings which are also known as tax sheltered annuities.

AFLAC AND ALLSTATE: Cancer and Intensive Care insurance policies are available with employees being responsible for the entire premium.

PREMIUMS: Rates for most benefits follow four tiers of coverage. Employee only, Employee plus spouse/domestic partner, employee plus children and employee plus family. Employee and the employer's portion of the monthly rate is based on salary.

WORKERS COMPENSATION: All employees are covered by the State of New Mexico Workers' Compensation law the day they start employment. The law covers both mental and physical harm from either accidents or occupational diseases.



New Mexico School for the Blind and Visually Impaired

ABOUT ALAMOGORDO, ALBUQUERQUE AND THEIR SURROUNDING AREAS

ALAMOGORDO, county seat of Otero County, New Mexico, is the metropolitan center of the Tularosa Basin. The city is the commercial and governmental center for the county. Alamogordo is a thriving center of 35,000+ residents. The city's mild climate and pristine scenery offer its people an ambiance that enriches their quality of life. The Tularosa Basin is surrounded by the majestic Organ, San Andres and Sacramento Mountain ranges.

Alamogordo was founded in 1898 as a terminal for the railroad. The community's activities promoted the growth of logging, tourism and health related enterprises. A national survey rated Alamogordo as one of the 50 healthiest places to live in the U.S. The basic beginnings are still in place. Many of the early buildings are still occupied by businesses. Tourism related activity and light manufacturing contribute to the economy. White Sands National Monument is a major attraction as are the New Mexico Museum of Space History and the Lincoln National Forest.

Holloman Air Force Base, the area's largest employer, is located near Alamogordo, and is the home of the German Air Force in the U.S., and the High Speed Test Track. The U.S. Army installation near Alamogordo, is the second largest overland testing range in the world. As the birthplace of the U.S. rocket program in the 1940s, today White Sands Missile Range is the testing site for the reusable rocket and numerous Department of Defense research and evaluation programs. The City of Alamogordo is closely linked to both Holloman and White Sands, both of whom represent a combined impact of military civilian annual payroll of more than \$200 million and an economic impact of more than \$450 million to the local economy.

For more relocation information you may visit the Alamogordo's Chamber of Commerce website at www.alamogordo.com.

ALBUQUERQUE is a city of contrasts. Nestled between the towering Sandia Mountains and the Rio Grande Valley, the city of Albuquerque is rich with culture and heritage, breathtaking landscape and equipped with vibrant energy that is indispensable to a fast-growing city. Year after year residents flock to the city to enjoy Albuquerque's quality of life and developing business environment. The city continues to grow its infrastructure, enhance its business policies and expand its outlook for current and future business prospects. The population continues to grow as well to accommodate the evolving environment. Albuquerque has grown from 5,000 residents at the onset of the railroad era in the 1880s to more than 550,000 in the year 2000, in the metro area alone. New Mexico ranks as the 12th state in the nation for growth, due in large part to the rapid population growth of the Albuquerque metropolitan area. Albuquerque is also a center for tourism, attracting skiers, museum-goers, balloonists, and adventure-seekers of all kinds. Albuquerque's temperate climate, large number of sunny days, proximity to both mountains and rivers and central location along both old Route 66 and, later, Interstate 40 have been drawing people to Albuquerque for years. Some have stayed for a few days, some for a lifetime, but nearly everyone who's ever been here has wonderful things to say about the city.

For more relocation information you may visit the Albuquerque's Chamber of Commerce website at www.abqchamber.com.