

NOTICE OF VACANCY

DATE OF NOTICE: August 11,2021

POSITION: Education Coordinator/Program Support

QUALIFICATIONS: Master's Degree in Special Education or Educational Leadership from an accredited college or university preferred. Must have a valid New Mexico Special Education Teaching License. Shall have demonstrated by suitable experience the capability of leading staff and educational community in a continuous program of improvement. Working knowledge of applicable computer software applications including Microsoft Word, Microsoft Excel, and Power Point. Additional requirements are listed in job description.

ESSENTIAL FUNCTIONS: To provide support to all NWREC programs through technical assistance and professional development activities. Carry out the NWREC Executive Council's policies as delegated by the Executive Director. Travel to member school districts and other areas for the purpose of training and technical support. Provide support to the member schools and districts through targeted technical assistance and professional development, training and coordinating NWREC programs: IDEA, State Performance Plan (SPP) Indicators, SDAA, CPI and any other NWREC programs. Provide staff level leadership for curriculum and staff development. Arrange and coordinate in-service trainings for each of the member districts as needed. Assist the business manager in the financial arrangements of all workshops and in-services through the NWREC. Assist and support activities necessary to conduct Child Find as requested. Summarize and distribute technical assistance documents and IDEA and NM regulation compliance documents to special education and related service providers. Assist in the preparation of SDAA and other NWREC Budgets to determine allocation of funds for staff, contractors, professional development, travel, supplies, materials, and equipment. Provide program support including but not limited to phone call responses, program manual and form preparation, contract requests, grant writing and training as required. Assist in the supervision of office staff in conjunction with Executive Director and Business Manager. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, FERPA, HIPAA, Licensing, etc.). Communicate positively and effectively with colleagues, NWREC member districts and other agency personnel/clients while maintaining confidentiality regarding all facets of NWREC programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations. Additional Duties: As assigned by the Executive Director; such as, but not limited to professional development activities for member districts staff.

SALARY: As per NWREC #2 Salary Schedule

APPLICATION PROCEDURES: Job Application available at <http://www.nwrec2.org>
Application packet should include: Complete NWREC #2 Certified Job Application, Letter of Interest, Current Resume, (3) Three Employment or Education References (Include Current Names, Titles, Addresses and Phone Numbers), Transcripts from each crediting college or university, Satisfactory Completion of Background Investigation

APPLICATION DEADLINE: August 26, 2021 or until filled
SUBMIT APPLICATION TO: Jeannene Sparks, NWREC #2 Business Manager/HR
jeannene@nwrec2.org or
P.O. BOX 113
Chama, NM 87520

All Applications will be screened. Selected applicants will be invited for an interview. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

The Northwest Regional Education Cooperative #2 does not discriminate on the basis of race, religion, color, national origin, sex, disability, political beliefs, or age in its programs, activities, services or employment. The NWREC #2 also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a meeting, please contact the NWREC #2 Office at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in the various accessible formats. Please contact the NWREC #2 Office if summary or other type of accessible format is needed. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Title IX/Section 504 – Adan Delgado, Executive Director.