

# SW Regional Education Cooperative

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## Extended Learning Time Coordinator

**Position:** Extended Learning Time Coordinator

**Terms of Employment:**

- **Contracted from January 2022 – June 2022; opportunity for continued employment after June 2022 dependent upon funding and job performance**
- **Up to \$30,000 for 6 months contracted work**
- **Remote Work**

**Educational Requirements:**

Bachelor's degree in Education, Public Administration or Business Administration and five years (5) experience as a teacher and/or program administrator preferred.

**General Job Description:**

This position will provide high level data analysis and technical assistance for the Community Schools and Extended Learning Time Bureau and the LEAs throughout the State of New Mexico. This position is responsible for improving the quality of data through quality assurance processes. This position will collaborate with other team members to improve the program quality and streamline the data collection, retrieval and validation. This position will also provide technical assistance, support and monitoring of the Extended Learning Time Program (ELTP).

This position utilizes advanced program analysis to assist management with oversight, planning and consultation in order to direct funding and resources, evaluate program performance, and redirect efforts when necessary. Advanced programming analysis includes solving problems with data quality, data collection and the creation of monthly, quarterly and annual performance measures to stakeholders.

**Essential Duties and Responsibilities**

1. Coordination of all elements of the ELTP data collection, retrieval and validation.
2. Provide support to multiple schools across large geographic regions.
3. Evaluate program performance.
4. Determination of specific interventions needed at the school or school district level utilizing school or school district data. Implementation of a system to monitor the progress of the ELTP schools
5. Managing multiple projects at one time.
6. Monitoring and supporting the ELT program.
7. Working in a fast-paced environment.
8. Work as the lead collaborating with the three initiative stakeholder group towards the following deliverable tasks:
  - **ELTP Program Data:**
    - Technical Assistance and Reporting
      - Collaborate with PED IT to create a file share or automation between STARS data
      - STARS validation at each Reporting Period, 40D, 80D, 120D and EOY
      - Serve as lead on the 40D Membership validation and certification of data with the School Budget Team
      - Provide Just in Time trainings to ELTP schools and LEAs
      - Support all ELTP sites with technical assistance with data and program measures throughout the year

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- Provide data to all stakeholders as requested.
  - Legislative bill analysis
  - Collaborate with PED IT to create alignment between STARS data and ELTP Verification and Calendar Documentation
  - Reporting Period EOY Data Audit to identify high risk sites to identify;
  - Provide Technical Assistance at Spring Budget Conference and provide other trainings throughout the year
  - Develop a monitoring system for new and existing programs; and
  - Consultation at the end of the fiscal year for state reporting, as requested by the Agency
  - Work with School Budget on the 40D certification process and create guidance for the field
- Ensure the delivery of quality data, as determined by the Agency.
    - Provide reports for the end of the fiscal year for state and federal reporting, as requested by the Agency
    - Coordinate the ELTP database database
    - Maintain and submit monthly time and effort documentation
  - Provide comprehensive training to the ELTP sites
    - Update ELTP guidance
    - Provide a webinar presentation during the Fall into Place Conference.
    - Provide ongoing ELTP sites with technical assistance in program management and data reporting, as needed.
    - Provide ongoing data consultations, as needed.
  - Develop and implement an evaluation plan that culminates in an annual report designed to evaluate program strategies in order to identify best practices and reduce the impact of less successful strategies.
    - Conduct all final MEM calculations for FY22 and beyond.
    - Create the primary FY22 Evaluation (Full Report).

### **Additional Duties and Responsibilities:**

1. Be a self-starter with the ability to plan workday/week independently in an organized fashion.
2. Have a good working relationship with various stakeholders.
3. Ensure a return on investment.
4. Process improvement on data collection and analysis. Possess excellent management skills with experience in managing and supervising administrative projects.
5. Possess excellent organizational skills.
6. Strong command over written and verbal communication.
7. Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.
8. Proficient in using computers with related knowledge of software programs and internet protocols.
9. Communicate professionally, respectfully and accurately with the general public, school staff and administrators, and other State Agency representatives, and others in the region.

### **Equipment/Material Handled:**

Extensive use of computers, laptop or desktop. Knowledge of navigation through the internet and search engines. Use of Office Suite software knowledge, Word, Excel and Outlook email applications. Organization of filing systems, both digital and physical.

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*SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.*