

SW Regional Education Cooperative

Multi-Program/Technical Assistance Coordinator Job Description

This work can be done as an Employee or Contractor

Position: Multi-Program/Technical Assistance Coordinator

Supervisor: SWREC Project Administrator

Terms of Employment:

- **Full-Time, approximately 40 hours per week**
- **\$45,000 - \$59,000 depending on employee or contractor status**
- **Person may reside in any New Mexico community (virtual work)**

Educational Requirements:

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

General Job Description:

1. 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.
2. 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 quality and streamline the data collection, retrieval and validation.
3. This position will also provide technical assistance, support and monitoring of the Community Schools Strategy, 21st Century Community Learning Centers, and Extended Learning Time Program (ELTP).
4. 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 21st Century Community Learning Centers, ELTP and the Community Schools Strategy and grant programs 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 grant's progress and the progress of the grant's recipients.
5. Monitoring and supporting the 21st Century Community Learning Centers, ELTP and the Community Schools Strategy and grant program.
6. Managing multiple projects at one time.

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7. Be able to work in a fast-paced environment.
8. Work as the lead collaborating with the three initiative stakeholder groups toward the following detailed deliverable tasks:
 - **21st CCLC Program Data:**
 - Technical Assistance and Reporting
 - Collaborate with PED IT to create a file share or automation between STARS data and EZ Reports/21APR.
 - Reporting Period 1 Federal Data Audit to identify APR Warnings for each sub-grantee;
 - FY21 fall data presented during a Spring 21st CCLC webinar;
 - Initial update on all subgrantee technical assistance with data; and
 - Consultation at the end of the fiscal year for state and federal reporting, as requested by the Agency.
 - 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 EZReports database transfer moving data from the 2020- 2021 database to the 2021 – 2022 database.
 - Complete the Federal Database automated transfer, moving required 2020 – 2021 data from Summer 2020 from EZReports to 21APR.
 - Maintain and submit monthly time and effort documentation.
 - Submit, by the fourth of each month, monthly invoices to the Agency, accompanied by monthly time and effort documentation.
 - Provide comprehensive training to the 21st CCLC Coordinator, Quality Management Consultants, and subgrantees.
 - Update the EZReports step-by-step guides.
 - Update EZReports training videos.
 - Provide a webinar data presentation during the 21st CCLC Fall 2021. The presentation should focus on evaluation outcomes from FY22.
 - Provide ongoing subgrantee technical assistance in data reporting, as needed.
 - Provide ongoing data consultations, as needed.
 - Attend monthly 21st CCLC State and QMC Webinars.
 - Attend federal database, 21APR, webinars throughout the year, which are hosted by the US Department of Education.
 - Help with Program Level RFR detailed approvals for 21st CCLC Grant Programs;
 - 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 data calculations for FY21.
 - Create the primary FY21 Evaluation (Full Report).
 - Create the secondary FY21 Evaluation (Tabloid/Summary).
 - **Extended Learning Time Program (ELTP) Data:**
 - Technical Assistance and Reporting
 - 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;
 - FY21 data presented during a Spring Data and Budget Training for all stakeholders (Superintendents, Directors and STARS Coordinators);

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- Initial update on all subgrantee technical assistance with data and 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.
 - Ensure the delivery of quality data, as determined by the Agency.
 - Provide reports for the end of the fiscal year for state reporting, as requested by the Agency and Legislature.
 - Coordinate the ELTP development of the STARS reporting database with IT.
 - Provide comprehensive training to the Community Schools and Extended Learning Time Bureau and grantees.
 - Update the EZReports step-by-step guides.
 - Update EZReports training videos.
 - Provide a webinar presentation Spring 2021. The presentation should focus on evaluation outcomes from FY21.
 - Provide ongoing subgrantee technical assistance in data reporting, as needed.
 - Provide ongoing data consultations, as needed.
 - Attend and help facilitate scheduled ELTP Webinars.
 - 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 data and fiscal calculations for FY21.
 - Create the primary FY21 Evaluation (Full Report).
 - Create the secondary FY21 Evaluation (Tabloid/Summary).
- **Community School Strategy Data:**
- Technical Assistance and Reporting
 - Collaborate with PED IT to create alignment between STARS data and CS Verification other supporting documentation.
 - Reporting Period EOY Data Audit to identify high risk sites to identify;
 - FY21 data presented during a Spring Data and Budget Training for all stakeholders (Superintendents, Directors and STARS Coordinators);
 - Initial update on all subgrantee technical assistance with data and 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.
 - Ensure the delivery of quality data, as determined by the Agency.
 - Provide reports for the end of the fiscal year for state reporting, as requested by the Agency and Legislature.
 - Coordinate the ELTP development of the STARS reporting database with IT.
 - Provide comprehensive training to the Community Schools and Extended Learning Time Bureau and grantees.
 - Provide a webinar presentation Spring 2021. The presentation should focus on evaluation outcomes from FY21.
 - Provide ongoing subgrantee technical assistance in data reporting, as needed.
 - Provide ongoing data consultations, as needed.
 - Attend and help facilitate scheduled CS Webinars and ECHO Trainings.
 - Help with Program Level RFR detailed approvals for Community Schools Grant Initiatives;

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- 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 data calculations for FY21.
 - Create the primary FY21 Evaluation (Full Report).
 - Create the secondary FY21 Evaluation (Tabloid/Summary).

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.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required. Extended computer usage, and research may be required.

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.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions. Be up to date on any and all health and safety requirements put out by the CDC, and adhere to state and local directives.

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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.

