

SW Regional Education Center #10

NM REGIONAL PROJECT ADMINISTRATOR (Education) SUMMARIZED JOB DESCRIPTION

JOB LOCATION:

Deming, NM -This is NOT a remote-work position
Project Administrator will lead and manage projects serving 8 districts (Animas, Cobre, Deming, Hatch, Lordsburg, Reserve, Silver, T or C) as well as contracts with other agencies serving the state of New Mexico

SALARY / CONTRACT:

230-day contract
Salary dependent upon qualifications

QUALIFICATIONS:

- Current Level III-A NM License, Level III-B NM Administrative License preferred
- Must be familiar with:
 - Multi-Level Systems of Support
 - CTE programming
 - ELTP/K-5 Plus and 21st Century Programs
 - Social Emotional Learning and systems to support students
 - Educating Students with Disabilities
- Familiarity with Office 365 and ZOOM
- Must be highly organized and can manage multiple projects at one time
- Ability to plan multiple projects and coordinate details and requirements to complete projects
- Ability to propose and complete work within given budget
- Able to meet deadlines and coordinate the work of others
- Ability to lead, support, and coach adult learners
- Communicate positively & effectively w/ colleagues, & other agency personnel, while maintaining confidentiality regarding all facets of the REC #10 program in compliance with FERPA/HIPPA & other federal and state regulations
- Effectively communicate both verbally and in writing
- Valid NM Drivers' License
- Must complete a background check before first day of employment

ESSENTIAL FUNCTIONS:

- Represent SWREC #10 & NM Public Education Department in a positive manner, while interacting with public and colleagues
- Communicate with other agencies to ensure projects are completed with high standards to the customer's satisfaction
- Reflective of own practices w/ability to guide others through reflective practices
- Demonstrate effective use(s) of technology
- Adhere to applicable federal, state, and local guidelines and regulations for all children;
- Participate fully as an employee of SWREC #10 with all assigned duties and responsibilities as assigned by supervisor
- Attend required NM Public Education Department and SWREC professional development

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- Collaborate w/NM Public Education Department & local school sites to determine technical assistance, and event facilitation priorities on a site-by-site basis
- Responsible for the understanding & execution of the SWREC #10 employee policy manual, technology policy, time tracking system, and calendar of contract/noncontract days
- Other responsibilities deemed necessary & appropriate by administration

PERFORMANCE RESPONSIBILITIES / WORKER TRAITS

- Ability to work under minimal supervision
- Must exercise initiative & judgment in performing job
- Exhibit the ability to understand oral & written instructions
- Must demonstrate strong written, verbal, and interpersonal skills
- Must demonstrate high level of competence in monitoring the work of adult learners
- Must demonstrate adaptability in relations with co-workers
- Facilitate open communication among colleagues, supervisors, district staff, & school site personnel
- Maintain highest level of professional competence through continued professional development & training
- Be willing to travel within the assigned region as well as the state of NM (when appropriate).

To apply, click the link https://swrec10.formstack.com/forms/job_application_project_administrator

NOTE - You must have the following information before beginning your online application:

- Letter of Interest
- Resume – complete with dates of employment, organization name and responsibilities/duties; educational background; THREE job-related references; professional awards, associations, etc.
- License Number