

RECA DIRECTOR Contractor Scope of Work

CONTRACTOR TITLE: NM RECA Director
PROGRAM: NM RECA
REPORTS TO: NM RECA Directors
CLASSIFICATION: Contractor

Essential Functions

The New Mexico Regional Educational Cooperative Association (NM RECA) Director represents the NM RECA with the New Mexico Public Education Department (NMPED), Early Childhood Education and Care Department (ECECD), New Mexico Coalition of Educational Leaders, NM Legislators, and committees. Remain in continual communication with the Secretaries and Deputy Secretaries of these partner agencies to further the relationship between these agencies and the NM RECA.

Vision Statement:

Leadership and responsibilities

Our mission is to collaboratively link state, regional and federal education initiatives to increase access to quality programs and improve outcomes for all students.

Every Student • Every Region • Every Day

Organizational Responsibilities

1. Ability to communicate with modern methodologies for supporting marketing and engaging stakeholders. Social Media, Email campaign tools, and Newsletter support.
2. Provide management of the NM RECA Web Site to include updates to membership, monthly activities, posting of meeting minutes and maintenance of the calendar of activities.
3. Data collection and preparation of reports on behalf of NM RECA
4. Prepare agendas for and facilitate all NM RECA meetings
5. Assist with tasks and implement strategies delegated by the NM RECA Executive Directors as agreed upon during NM RECA meetings.
6. Provide leadership in support of the NM RECA.
7. Provide leadership and coordination of staff designated to support activities by the NM RECA, including communications, government relations, and grant writing
8. Support advocacy by engaging in strategic planning for NM RECA growth and credibility and present strategies to the Directors for discussion and presenting to Legislative Finance Committee (LFC) and Legislative Education Study Committee (LESC)
9. Strategic planning and meeting preparation and facilitation.
10. Provide organizational management including personnel, budget, and legal matters.
11. Leadership and coordination of staff designated to support activity in the areas such as communications, government relations and grant writing.

RECA Director

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12. Provide support for individual or regional NM RECA initiatives that help build NM RECA capacity in each region.
13. If applicable supervise a budget for the NM RECA and make regular reports on revenue and expenditures to the NM RECA Board of Directors.
14. The Director shall conduct such research as may be necessary in keeping the NM RECA informed regarding needed programs, progress of programs, the need for new programs and any other matter of concern to the NM RECA.
15. In the absence of by-laws or direction by the NM RECA, the Director shall assume the authority necessary to deal effectively with unforeseen circumstances and shall report to the NM RECA at the next meeting.

Government Relations and Strategic Advocacy Communications

16. Build and maintain relationships with critical state leaders in the Governor's Office, NM PED, the NM State Legislature, and other state agencies-to advance understanding of the role and value of the NM RECA and to advocate on behalf of the NM RECA for issues that correspond with-NM RECA interests.
17. Lead public policy development work that offers NM RECA involved education solutions consistent with the NM PED and ECECD's educational objectives.
18. Prepare and deliver testimony before legislative and regulatory bodies on behalf of the NM RECA.
19. Provide information and updates to the NM RECA on state and federal policy issues.
20. Represent the NM RECA in coalitions that advocate support for public education.
21. Develop and promote a brand that positions the NM RECA with critical stakeholders as a leading force for quality public education in New Mexico.
22. Develop and conduct a public relations campaign that promotes the NM RECA as an education leadership organization with promotional tools, resources, and channels approved by the member RECs prior to distribution.

External Partnerships

23. Build strong external organizational partnerships for the purpose of building NM RECA capacity and extending the influence of the NM RECA within the NM PED, ECECD, other state agencies, and the NM State Legislature.
24. Generate philanthropic foundation support for NM RECA-led efforts around professional development, school improvement, instructional strategies, teacher quality, , public policy development and advocacy.
25. Work with representatives of business and government in order to generate financial and other support for the NM RECA.
26. Design and conduct research that measures the impact of NM RECA work in professional development, school improvement and creating operational efficiencies in the public school system, and distribute results to the relevant audiences to promote the value of the NM RECA organization.
27. Collection of data and generation of reports that demonstrate the impact of NM RECA work supporting professional development around educational initiatives in the public school system.
28. Generate new NM RECA business opportunities.
29. Other duties as assigned by the NM RECA directors.

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Minimum Qualifications

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Master’s degree in education or related field from an accredited college or university.

Five (5) years’ experience showing evidence of progressive leadership that evidences working with or on behalf of an educational institution. Understanding of complex organizational systems, knowledge of NM educational law, NM PED regulations, effective use of technology, strategic planning related to change and demographics.

Familiarity with the NM Legislature processes, organization, and key leadership.

Ability to interpret laws, regulations, and other such documents that may affect NM RECA efforts and goals.

Ability to travel statewide and provide extended hours of work.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Contractor Scope of Work Acknowledgement Form

I have received, reviewed and fully understand the Contractor Scope of Work for the NM **RECA Director**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Contractor Name _____ Date _____

Contractor Signature _____

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