

Region 9 Education Cooperative

**Academic Competition & Tech Bits Coordinator**  
**Job Description**

**Position Title:** Academic Competition & Tech Bits Coordinator  
**Report To:** IGA Coordinator  
**Work Day:** Minimum 7.5 hours daily  
**Contract Days:** Dependent upon start date  
**Classification:** Exempt  
**Salary Schedule:** Per IGA Funding  
**Duty Station:** Region 9

**ESSENTIAL FUNCTIONS**

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. 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, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC 9 attendance policy is required. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
11. Communicates effectively and in a timely manner with the IGA Coordinator(s).
12. Ability to prioritize assigned tasks and work effectively alone, as well as part of a team.
13. Ability to work under pressure, manage time constraints and meet project deadlines.
14. Works to coordinate the delivery of Academic Competitions (Fall, Spring and State) and the delivery of monthly tech bits from the 10 RECs in NM.

Academic Competition & Tech Bits Coordinator 8.2022

*REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*

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15. Works in consultation and collaboration with accounts receivable to ensure accurate billing and reimbursement for costs related to the Academic Competition and Tech Bits.
16. Responsible for event facilitation In collaboration with R9 department staff for Academic Competition and Tech Bits. Event facilitation includes direct communication with contracting agencies, booking of facility, lodging arrangements, ordering of food and beverage, ordering of AV and Technology, ensures room set-up for presenter, setting up online registration site, submits attendance and survey reports, maintaining R9 calendar, and meets high quality expectations of each client.
17. Works in collaboration with the event facilitators, technology support specialists, and IGA Coordinator(s), to collect accurate documentation of events and feedback for data reporting.
18. Works closely with the Academic Competition Support Specialist and give guidance and support as needed.
19. Works closely with the Marketing Technology and Program Assistant.
20. Coordinates and monitors event timelines to ensure deadlines are met and services are provided within requirements.
21. Responsible for communication and correspondence with R9 program directors, coordinators, staff and clients to ensure events are properly supported.
22. Conducts research and visits sites as necessary.
23. Maintains a high level of customer satisfaction.
24. Ability to clearly communicate, teach, and demonstrate skills to students and coworkers.
25. Ability to engage students and teachers state-wide in activities for Academic Competition and Tech Bits.
26. Organize, lead and facilitate trainings, meetings, events, webinars, and planning sessions state-wide.
27. Regularly communicates with customers/clients to arrange meetings, confirm program schedules, and discuss any program problems.
28. Ensures that customers and/or clients are regularly informed of the status of the program.
29. Regularly communicates with management regarding the program's status and any problems or potential problems.
30. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **QUALIFICATIONS**

Bachelor's degree preferred. At least two years experience planning and coordinating events is preferred. Experience in education is preferred. Must have excellent communication skills, including writing proofreading skills, and speaking. Ability to manage multiple projects and work on assignments from staff and other agencies. Emphasis on customer service and high expectations of quality. Must demonstrate accuracy and timeliness in completion of planning events, activities, webinars, and trainings. Demonstrate strong interpersonal skills and willing to perform responsibilities given and carry out the tasks assigned. Computer expertise in the areas of word processing, database management, spreadsheet production, Google Suites.

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**PERFORMANCE RESPONSIBILITIES/WORKER TRAITS**

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job duties. Possess ability to understand oral and written instructions. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals. Lift up to 50 pounds.

**Working Environment**

The usual and customary methods of performing the job's 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 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for **Academic Competition & Tech Bits Coordinator**.

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

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_