



Kelley Alsup, NMRECA President &
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Bobbie J. Gutierrez, Executive Director
New Mexico Regional Education
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NOTICE OF VACANCY

- DATE OF NOTICE:** March 15, 2024
- POSITION:** Executive Director, New Mexico Regional Education Cooperatives Association (NMRECA)
- QUALIFICATIONS:** Master's degree in Educational Leadership or Administration, Special Education or Business Administration

ESSENTIAL FUNCTIONS: Reports to the Association President and Executive Board. provide support to RECA as well as individual RECs through technical assistance, professional development activities, if requested and representation on the NMCEL Board of Directors, AESA State Leaders monthly meeting, Deans and Directors, Digital Equity Committee (PED), Academic competition Advisory Committee, COSSEP, NMEXL and other committees as assigned. Attending, on occasion, Coordinating Council meetings, respective to each REC.

Attend interim legislative meetings for the Legislative Finance Committee (LFC), if applicable to education, and the Legislative Education Study Committee (LESC), either in person or virtually depending on location of meeting, regular attendance at the Legislature during sessions (in person and virtually), as well as other legislative activities. Responsible for administrative duties as outlined below.

DUTIES AND RESPONSIBILITIES:

I. Office Tasks/Schedule Meetings:

1. Plan weekly, and/or bi-weekly meeting agendas with President.
2. Take minutes for meetings.
3. Schedule presenters (other state agencies, and vendors, on occasion).
4. Work with host REC to plan bi-annual retreats (fall and spring).
5. Schedule all meetings of the RECA, including quarterly meetings with the Secretary of Education, and the Director of Special Education, and other special meetings on occasion.
6. Maintain and update website, as needed.
7. Attend Quarterly Superintendent Meetings
8. Daily office tasks return phone calls, respond to emails, correspondence, etc.

II. Duties Specific to Legislature

9. Schedule Interim meeting with LESC and LFC, in partnership with the Secretary of Education.
10. Schedule annually (September) date for NMRECA/COSSEP Day at the Legislature.
11. Attending LFC training for Financial Impact Requests (FIR) annually and provide fiscal impact paperwork for each bill as sent by LFC analyst to RECs.
12. Share Legislative Reports provided by NMCEL, NMSBA, etc.
13. Send Legislative Agendas weekly during session for both House and Senate Education Committees
14. Attend Legislative receptions and functions, if invited to attend.
15. Other administrative activities, duties and functions as assigned.

III. Annual Updates and Reports:

1. Update annually NMRECA brochures, flyers, etc.
2. Gather information from all RECs and create *the Annual Information and Highlights Report*.
3. Responsible for ordering RECA marketing materials (pens, notepads, etc.); updating ED Name Badges as new directors come on board.
4. Update FAQ annually, or as new 40-day numbers become available each year.
5. Responsible for RECA table at NMCEL, Regional Conferences, etc.
6. Responsible for scheduling date for NMRECA Day at the Legislature.
7. Bi-Annual Review of NMRECA Constitution and Bylaws.
8. Develop Presentations for Conferences, as requested.
9. Review and update of Strategic Plan, annually.
10. Address IPRA requests or forward to appropriate source.

IV. Assistance to RECs

1. Training and professional development, strategic planning, etc., on occasion
2. Assistance with conference; NMRECA table at conferences (upon request)
3. Attend meetings, dinners and Legislative functions hosted by REC (upon invitation or request).
4. Become familiar with the uniqueness of each REC and programs and support offered by each REC.
5. Understand the statute related to Regional Education Cooperatives and the Administrative Regulation.
6. Attending annual conferences (AESAs, Spring Budget Workshop, NMCEL; other conferences as requested by RECs.
7. Some travel statewide.

IV: Other duties as assigned

SALARY: To be determined based on experience (range \$65-75K)

APPLICATION PROCEDURES: Job application available at <https://www.nmreca.org>

Application packet should include:

- Completed Job Application
- Letter of Interest
- Current Resume
- Three (3) letters of professional recommendation (please include contact information for reference—email, telephone number, mailing address, etc.)
- Transcripts from crediting college or university

Application Deadline: April 30, 2024 (5:00PM MST)

Submit Application to: Kelley Alsup, NMRECA President & Executive Director PVREC #8
kalsup@pvrec8.com
2218 W. Grand Avenue
Artesia, NM 88210

All applications will be screened. Selected applicants will be invited for an interview.
INCOMPLETE APPLICATIONS will not be processed.

The New Mexico Regional Education Cooperatives Association (NMRECA) does not discriminate based on race, religion, color, national origin, sex, disability, political beliefs, or age in its programs, activities, services, or employment. NMRECA also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service, please contact NMRECA one week prior to scheduled interview or activity, or as soon as possible. The following individual has been assigned to handle inquiries regarding non-discrimination policies. Title IX/Section 504—Kelley Alsup, NMRECA President and Executive Director, PVREC #8.