



**PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO**

**2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG**

R9 REQUEST FOR APPLICATIONS (RFA) 23009

Mentorship Coaches to support first through third-year Special Education teachers, Native American teachers, and other new teachers who work with both Native American students and students in Special Education.

Job Description

Region 9 Education Cooperative (REC 9) is seeking applications from qualified individuals who wish to be considered for the following contractor position:

**Mentorship Consultant
Job Description**

Special Education Division Mentorship Project

POSITION TITLE: Mentorship Consultant
REPORT TO: R9 Mentorship Coordinator
Contract Days: Full time, contract days to be determined
Contract Start Date: July 1, 2022
Classification: Exempt
Salary Schedule: Licensed
Duty Station: TBD

ESSENTIAL FUNCTIONS

1. Represents NMPED and REC 9 and its programs 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 IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance at mandatory program meetings and professional development is required.

5. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
6. The ability to demonstrate flexibility in the performance of various job functions is required.
7. Program collaboration is required
8. Maintains an atmosphere that protects the privacy of confidential information pertaining to students, teachers and personnel records is required.
9. Maintains notes on consultation meetings with teachers.
10. Tracks and reports all information required to monitor the program status.
11. Maintain a communication - contact log for Region 9 Coordinator for and Principals and/or Superintendents as needed.
12. Participates in program design including implementation of new ideas, problem-solving, and reporting.
13. Participates in professional development opportunities individually and as part of the larger consulting group.
14. Participates in such meetings in-person or virtually as requested by the PED and Region 9 Mentorship Coordinator.
15. Develops and presents accurate, understandable, and effective training materials for staff development purposes for individual or group presentations.
16. Provides technical assistance, classroom modeling and coaching to teachers.
17. Provides mentorship and coaching to Level 1 teachers as assigned.
18. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

- Bachelor's Degree required or Master's Degree or National Board Certification preferred from an Accredited University.

- Possess and maintain Level 2 Licensure, NM Public Education Department, Level 3 licensure preferred.
- Background or licensure working with at-risk populations, including students with disabilities, Native American students, economically disadvantaged populations, preferred.
- Minimum of six (6) years of work experience in teaching.
- Minimum of 2 years experience providing teaching staff professional development.
- Experience with the Elevate NM Domains 1-4.
- Experience with computer word processing, databases, and spreadsheet applications.
- Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

- Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills.
- Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills.
- Must exercise initiative and judgment in performing a job.
- Superior problem solving and reasoning skills.
- Motivated to serve the best interests of NM Teachers, meet goals, and produce quality work.
- Exhibit writing ability appropriate for program practices, communication, reports, and records.
- Demonstrate verbal communications to describe, explain, detail, and give instructions.
- Must demonstrate accuracy and timeliness in completion of program activities.
- Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to general education.
- 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.
- Valid NM driver’s license and ability to provide own transportation for extensive state-wide travel on a regular basis. .
- Other qualifications determined necessary by the RECIX Executive Director.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Demonstrate diverse use of technology related equipment and devices, including but not limited to, PC computer, a variety of ITV video conferencing equipment for use with delivering staff development topics and participating in meetings, the ability to navigate the internet and web related environments (including email and calendaring) and to use word-processing spreadsheet and presentation software.

WORKING ENVIRONMENT

The usual and customary methods of performing the jobs’ 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.

Requirements

Applicants shall include:

- Resume
- Proof of Licensure
- Letter of Interest - shall include the applicant's ability to meet the following requirements:

Qualifications

- Bachelor’s Degree required or Master’s Degree or National Board Certification preferred from an Accredited University.
- Possess Level 2 Licensure, NM Public Education Department, Level 3 licensure preferred.
- Background or licensure working with at-risk populations, including students with disabilities, Native American students, economically disadvantaged populations, preferred.
- Minimum of six (6) years of work experience in teaching preferred.
- Minimum of 2 years experience providing teaching staff professional development in the areas of special education, Native American or other diverse cultures.
- Preferred Experience with the Elevate NM Domains 1-4.
- Experience with computer word processing, databases, and spreadsheet applications.
- Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.

Timeline

Action	Responsible Party	Due Dates
Submission of applications	Potential Applicants	11/11/2022
Review of applications and final selection	Review Panel	Review up receipt
Award Letter	Region 9/Potential Applicants	Anytime after receipt

Application Submission

At this time, only electronic application submission is allowed. Do not submit hard copies until further notice.

Applications must be submitted electronically through R9's electronic procurement system.

The online submission system can be accessed by clicking this link
-----><https://www.formpl.us/form/6441032071905280>

ALL APPLICATIONS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 10:00 AM MST/MDT ON **November 11, 2022**. NO LATE APPLICATIONS CAN BE ACCEPTED. The date and time of receipt will be recorded on each application. Applications will be time-stamped in the system when the Offeror clicks "Submit." Such electronic submissions will be considered sealed in accordance with the statute.

It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically. The application submission system will automatically cease uploading data at the date and time of the deadline. Please ensure that you, as the Offeror, allow adequate time for large uploads and to fully complete your submittal by the deadline. A submission that is not both: (1) fully complete; and (2) received, via the online application submission system: <https://www.formpl.us/form/6441032071905280>, will be deemed late. Further, a submission that is not fully complete and received via the application submission system by the deadline because the response was captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, NO LATE APPLICATIONS CAN BE ACCEPTED.

Applications submitted by facsimile, or other electronic means other than through the application submission system, will not be accepted.

Award

1. Multiple awards may be made.
2. Region 9 may execute a Professional Services Agreement with the awardee.
3. Awards shall be made to the most responsible Offeror(s) whose proposals are most advantageous to REC 9 taking into consideration the evaluation criteria. The most responsible Offeror(s) is not determined by the highest score. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of the overall score.
4. Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

