



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) 23011
R9 Head Start/Early Head Start Coach

Job Description

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

POSITION TITLE: HS/EHS Coach
PROGRAM: Head Start & Early Head Start
REPORTS TO: Head Start/EHS Director
WORK WEEK: 20 hours/week
SERVICE AREAS: Ruidoso, Capitan, Hondo

ESSENTIAL FUNCTIONS

1. Represents REC IX 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 IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX 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 IX 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. Maintaining an atmosphere that protects the privacy of confidential student and personnel records and information is required.
9. Understanding and compliance with the RECIX employee policy manual, the R9 Head Start Staff Handbook, and R9 Head Start/EHS Policy Manual.
10. Perform the functions of this position with an understanding of the Head Start Performance Standards, Head Start Act, and program's Policies and Procedures. Specific responsibilities related to collaborating with staff on developing, revising, and implementing the requirements for the School Readiness Goals for Early Childhood Development and Coaching.
11. Provide reports to the Director in regards to School Readiness Goals and Coaching
12. Provide training/professional development as requested by the Director and based on coaching data collected.
13. Guides the implementation of curriculum and supports the teaching staff in order to meet school readiness goals and alignment of the Head Start Early Learning Outcomes Framework, State Early Learning Guidelines to guide curriculum and collect, analyze, and report assessment data through Practice Based Coaching. Collects and analyzes data from the child assessments (leveling data) in Teaching Strategies GOLD to facilitate three School Readiness Goal meetings for Early Head Start and Head Start.
14. Provide comprehensive support, including appropriate strategies and follow-up to teaching staff who work directly with children experiencing social-emotional and developmental concerns. Support the teacher/caregiver to provide environments and opportunities which promote the child's growth and development for any of the developmental domains (language and literacy, health and physical development, approaches to learning, social emotional development, creative arts, science, mathematics).
15. Encourage, support, motivate and work interactively with teachers/caregivers to develop and implement ongoing goals and action steps under the Practice Based Coaching Model.
16. Assist teachers/caregivers to structure environments, routines and interactions that contribute to positive social-emotional outcomes for the children and families in a program.
17. Monitors staff to ensure children are being supervised at all times. Provides feedback if active supervision procedures are not being implemented, and collaborates with the Education Manager if necessary.

QUALIFICATIONS

Must be able to pass a criminal history background check, complete an initial health screening and TB test as required by Head Start, Child Care Licensing, and the National Association for the Education of Young Children (NAEYC).

Education: Bachelor's degree in Early Childhood Education or related field, or equivalent.

Experience: Minimum of 2 years working with young children in a classroom setting.

Knowledge and education regarding developmentally appropriate practices. Knowledge in birth-five mental health if applicable.

Trained/ willing to be trained on The Practice Based Coaching Model

Excellent oral and written communication skills, competent interpersonal skills and strong organizational skills. Ability to communicate using technology, develop reports, and track data.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Must be able to adhere to the following responsibility and possess the following traits:

- a. Work a flexible schedule
- b. Work with minimal guidance
- c. Ability to present a positive image of the organization to members of the community
- d. Excellent interpersonal skills
- e. Ability to work individually and in a team setting
- f. Excellent time management skills and the ability to multi-task project
- g. Commitment to appropriate service provision for children and their families that are delivered in a culturally sensitive manner
- h. Exercise initiative and judgment in performing job
- i. Ability to understand oral and written instructions
- j. Writing ability appropriate for communication, reports and records
- k. Verbal communications to describe, explain, detail, and give instructions
- l. Manual dexterity sufficient to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, copier, and Ipad.
- m. Visual ability to see and read reports, documents, and records
- n. Auditory abilities capable of performing phone communication and interaction with other individuals

The usual and customary methods of performing the job's functions require the following physical demands:

I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time.

II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XI. USE OF PROTECTIVE EQUIPMENT

- A. Booties, gloves, and other protective equipment may be required as necessary

Timeline

Action	Responsible Party	Due Dates
Issue RFA	Region 9	10/11/2022
Submission of applications	Potential Applicants	11/10/2022
Review of applications and final selection	Review Panel	11/11/2022 - 11/17/2022
Award Letter	Region 9/Potential Applicants	Anytime after reviewing of applications

Eligibility

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For submission please include:

- Letter of Interest
- Resume
- Information detailing applicants' ability to meet the qualifications.

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/5923442216009728>

ALL APPLICATIONS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 10:00 AM MST/MDT ON **November 10, 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/5923442216009728>, 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 overall score.
4. Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

