

Regional Education Cooperative

Community Schools Fiscal and Operations Coordinator

Position: Community Schools Fiscal and Operations Coordinator (FOC)

Supervisor: NMPED Community Schools Director

Terms of Employment:

- **Start Date Period: January 2024**
- **Virtual work, quarterly training in Albuquerque**
- **Up to \$80,000/year**

Educational and Experience Requirements:

Bachelor's degree in finance, public administration, business administration, educational leadership or related field preferred. Preferred at least 3 years' experience as a fiscal administrator, business operations specialist, school administrator, *community school program administrator, etc. Master's degree in related field or 5+ years working in fiscal administration strongly preferred. Familiarity with state fiscal systems such as OBMS, BARS and RFRS strongly preferred.

General Job Description:

The CS Fiscal and Operations Coordinator (FOC) plans and coordinates the day-to-day operational, fiscal, and clerical activities of the Community Schools Team, including but not limited to the CS Quality Management Coordinators (QMC) team, including responsibilities for internal and external logistics and reporting. Devotes a substantial portion of time assigning coordinating fiscal operations.

The CS FOC devotes a substantial portion of their time to coordinating fiscal operations. They also administer recordkeeping, support budgets, and perform many other duties. They also handle fiscal team relations and coordinate each with a specific function.

Essential Duties and Responsibilities

1. The CS FOC will ***participate in the implementation of an efficient and effective fiscal system*** to support the CS QMCs and NMPED CS department, including fiscal duties assigned to sub-grantee school sites and staff.

- a. Using the NMPED's fiscal system and approved templates, review and approve CS subgrantee budgets in OBMS.
- b. Using the NMPED's fiscal system and approved templates, review and approve CS subgrantee BARS and RFRs in OBMS.

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2. CS FOC will **provide technical assistance** (TA) to improve the quality of fiscal systems.
 - a. Using the NMPED fiscal system and approved templates, provide technical assistance and training for QMC's and CS practitioners on the approvable budget list, federal regulations and CS allowable list.
 - b. Provide consultation for the development of a regional fiscal system in collaboration with the QMCs and NMPED Community Schools Director.
 - c. Manage and submit all monthly invoices of the regional QMCs to the SWREC #10.

4. QMC will **comply with management duties and events** as required within this scope of work.
 - a. Submit monthly invoices to SWREC #10 by the 2nd of each month.
 - b. Participate in monthly QMC and FOC team calls.
 - c. Attend quarterly QMC and FOC training in Albuquerque.

Additional Duties and Responsibilities:

1. Be a self-starter with the ability to plan workday/week independently in an organized fashion.
2. Have a good working relationship with various stakeholders.
3. Ensure a return on investment.
4. Process improvement on data collection and analysis. Possess excellent management skills with experience in managing and supervising administrative projects.
5. Possess excellent organizational skills.
6. Strong command over written and verbal communication.
7. Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.
8. Proficient in using computers with related knowledge of software programs and internet protocols.
9. Communicate professionally, respectfully and accurately with the general public, school staff and administrators, and other State Agency representatives, and others in the region.

Equipment/Material Handled:

Extensive use of computers, laptop or desktop. Knowledge of navigation through the internet and search engines. Use of Office Suite software knowledge, Word, Excel and Outlook email applications. Organization of filing systems, both digital and physical.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job

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assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions. Be up to date on any and all health and safety requirements put out by the CDC and adhere to state and local directives.

SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.

*Definition of community school: Community schools are a whole child, **comprehensive strategy** to transform schools into places where **educators, local community members, families, and students work together** to **strengthen conditions** for student learning and healthy development. As partners, they organize in-and-out of school resources, supports, and opportunities so that young people thrive. The New Mexico CS model closely follows research and up-to-date data on outcomes for CS and supports the full **CS strategy** and the **6 Key Practices**. A community school has a full-time CS Coordinator on site that facilitates a site-based leadership team of members from the school staff, principal, CS Coordinator, families, parents, students and community partners.