

# Regional Education Cooperative

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## Community Schools Quality Management Coordinator

*\*For 5 Regions of New Mexico*

**Position:** Community Schools Quality Management Coordinator (QMC)

**Supervisor:** NMPED Community Schools Director

### Terms of Employment:

- **Start Date Period: January 2024**
- **Virtual work, site visits to community school sites in a designated region of NM, quarterly training in Albuquerque**
- **up to \$80,000/year**

### Educational and Experience Requirements:

Bachelor's degree in education, public administration, or business administration preferred. At least 3 years' experience as a \*\*community school educator, community school program administrator, community school principal, community school coordinator, community school partner, etc. preferred. Master's degree in related field or 5+ years working in a community school strongly preferred.

### General Job Description:

This position will provide high level data analysis and technical assistance for the Community Schools Sites throughout the designated area in the State of New Mexico. This position will also provide technical assistance, support and monitoring of the Community Schools and grant deliverables.

This position utilizes advanced program analysis to assist management with oversight, planning and technical assistance. Collaborate with the New Mexico Public Education Department's (NMPED) Community Schools Director and the SWREC Community Schools Technical Assistance Coordinator, for the execution of the position. Participate in the implementation of an efficient and effective system for monitoring Community Schools subgrantee Program compliance at individual learning centers, including monitoring assigned subgrantee deliverables and providing NMPED-approved documentation. Provide technical assistance to Community Schools funded partner sites. Support the development of implementation of Community Schools identified capacity events. Comply with management duties and events, as required. Collaborate closely with regional partners, including TA entities, evaluation entities and community partners.

### Essential Duties and Responsibilities

1. The QMC will ***participate in the implementation of an efficient and effective system*** for monitoring site-specific Program compliance, including monitoring assigned sub-grantee deliverables and providing NMPED-approved documentation.

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- a. Using the NMPED's monitoring system and approved templates, monitor and review monitoring plan submission for timely submission, compliance, comprehensiveness, and quality. Submit reviewed documentation.
  - b. Using the NMPED monitoring system and approved templates, monitor and review required data submission in state approved software (Agency Approved Data Software) twice a month during the school year and twice during summer programming for each sub-grantee. Submit reviewed documentation.
  - c. Using the NMPED monitoring system and approved templates, monitor and review the sub-grantee continuous quality improvement data and action plan submission. Monitor sub-grantee action plan compliance.
  - d. Using the NMPED monitoring system and approved templates, monitor, review and disseminate surveys from assigned sub-grantee for compliance and quality of the submission.
  - e. Provide one site visit per semester to each assigned sub-grantee (one site center per site visit; site and time frame to be chosen in consultation with Technical Assistance Coordinator and State Director) using the NMPED approved site visit protocol. Submit a site visit report for each Community School and funded partner site, using the approved template.
  - f. Provide consultation via verbal and written communication to QMC-identified topics, including but not limited to monitoring plan templates and procedures, annual evaluation, NMPED-supported data management system, and capacity building events/topics Community Schools and funded partner sites.
- 2. QMC will *provide technical assistance* (TA) to improve the quality of deliverables.**
- a. Provide TA via the NMPED monitoring system (virtual), email or by phone call to support the assigned funded partners in achieving approved submitted deliverables and NMPED Approved Data Software data submission.
  - b. Following each assigned sub-grantee submission, provide TA to the Community Schools funded partner sites as needed for data submission compliance, comprehensiveness, and quality. This includes data audit reports.
- 3. QMC will provide support to and attend the *development and implementation of Community Schools identified capacity events*.**
- a. Attend Subgrantee regional pre-conferences. Contribute to planning and facilitation as requested by CS State Director.

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- b. Attend annual CS conference. Contribute to planning and facilitation as requested by CS State Director.
- c. Provide consultation for the development of monthly QMT webinars and attend State webinars and training.

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 2<sup>nd</sup> of each month.
- b. Participate in monthly QMC team calls.
- c. Attend quarterly QMC 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:**

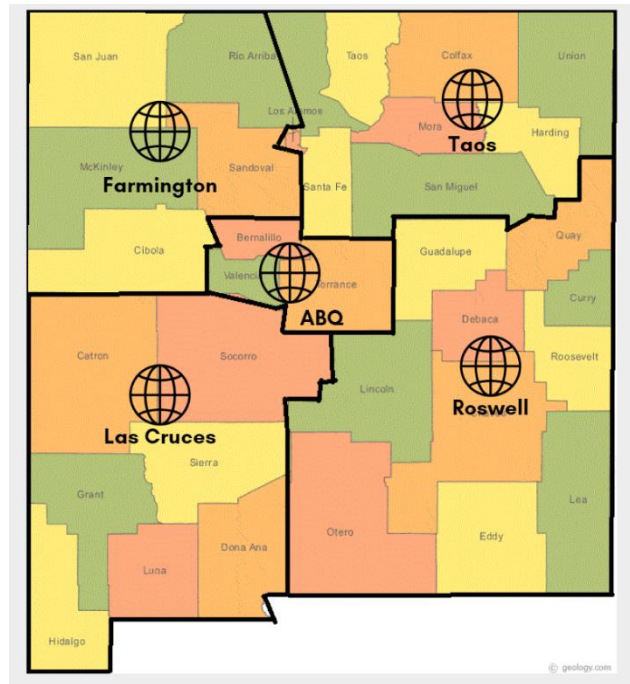
Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions. Be up to date on any and all health and safety requirements put out by the CDC and adhere to state and local directives.

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*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.*

\*Map of five regions in New Mexico for **5 Community Schools Quality Management Coordinator positions:**



\*\*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.

Applicants work experience must be in a designated community school (definition above), either NMPED grant funded or other funding.