

**NM REGIONAL INSTRUCTIONAL SPECIALIST/COACH  
JOB DESCRIPTION**

**JOB LOCATION**

Office will be in Deming, NM-THIS IS NOT A REMOTE POSITION

Coach will serve 8 districts (Animas, Cobre, Deming, Hatch, Lordsburg, Reserve, Silver City, and T or C)

**SALARY/CONTRACT**

220 Day Contract

Competitive salaries based on current Level II and Level III Teacher salaries in New Mexico

**QUALIFICATIONS**

- Hold an Instructional Level II or Level III license
- Effective content teacher with minimum of 5 years of effective teaching practice
- Experience and proven ability to lead, support, and coach adult learners
- Ability to develop, deploy, and monitor for effectiveness programs that support classroom teachers, schools, and districts (i.e., alternative pathway, new teacher mentorship, etc.)
- Valid NM Drivers' license
- Expected to travel
- Must complete a background check
- Middle and secondary experience preferred
- MA or above from an accredited college or university is preferred
- Reading Specialist endorsement preferred
- TESOL Endorsement preferred
- Technology Integration experience preferred
- Knowledge of MLSS
- Understanding of the coaching cycle for improvement

**ESSENTIAL FUNCTIONS**

- Represent SWREC #10 and NM Public Education Department in a positive manner, while interacting with the public, colleagues, and children/families
- Provide technical assistance and professional development to appropriate staff (including, but not limited to, principals, coordinators, district/school reading coaches, teachers, educational assistants, and others) in districts served by the SWREC #10
- Strong skills in creating and delivering professional development training for both online and in-person, that is complete with materials, tutorials, and resources
- Strong project management skills with the ability to supervise multiple projects
- Able to multitask, prioritize, and manage time efficiently
- Strong skills in conducting individual and group coaching sessions, in-class modeling, and co-teaching
- Reflective of own practices with the ability to guide others through reflective practices
- Coach educators in the effective delivery of research-based instruction appropriate to the content area
- Coach educators in the use of educational technology and its integration into instructional practice
- Coach educators in instructional planning through standards and aligned systems
- Coach educators in the appropriate selection and implementation of instructional materials (including assessment tools)
- Coach educators in instructional strategies (Special Education, English Language Learners, English Language Development, Accelerated Learning, Multi-Layered Systems of Support, Culturally Responsive Pedagogy, etc.)
- Coach educators in classroom management

## SW Regional Education Cooperative #10

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- Coach educators in formal and informal assessment data analysis skills and strategies
- Use assessment data from multiple measures, especially from formative assessments, to guide instruction and make decisions about coaching. Coach educators in monitoring the results of interventions and modifying instruction
- Demonstrate effective use(s) of technology in student assessment measures and data analysis
- Adhere to applicable federal, state, and local guidelines and regulations for all children.
- Participate fully as an employee of SWREC #10 with all assigned duties and responsibilities as assigned by supervisor (including other responsibilities and duties deemed necessary and appropriate by the administration)
- Attend required NM Public Education Department and SWREC #10 professional development opportunities as assigned
- Communicate positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of the SWREC #10 (comply with FERPA/HIPPA and other federal and state regulations)
- Responsible for the understanding and execution of the SWREC #10 employee policy manual, technology policy, time tracking system, and calendar of contract/noncontract days

### PERFORMANCE RESPONSIBILITIES/ WORKER TRAITS

- Ability to work under minimal supervision
- Must exercise initiative and judgment in performing job
- Exhibit the ability to understand oral and written instructions
- Must demonstrate strong written, verbal, and interpersonal skills
- Must demonstrate a high level of competence in the instruction of adult learners
- Must demonstrate adaptability in relations with coworkers
- Be responsible for all aspects of regional technical assistance and professional development to assigned sites
- Facilitate open communication among colleagues, supervisors, district staff, and school site personnel
- Maintain the highest level of professional competence through continued professional development and training
- Must be willing to travel within the assigned region, as well as the state of New Mexico

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