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NOTICE OF VACANCY

DATE OF NOTICE: May 21, 2024

POSITION: Director, New Mexico Regional Education Cooperatives Association (NMRECA)

QUALIFICATIONS: Must have experience in educational leadership in New Mexico

ESSENTIAL FUNCTIONS: Reports to the Association President and Executive Board. Provide support to RECA as well as individual RECs through technical assistance, professional development activities, if requested. May also be assigned to attend other committee meetings to represent RECA. Work can be done remotely or in person, as needed. This is a part-time position.

Attend interim legislative meetings for the Legislative Finance Committee (LFC), if applicable to education, and the Legislative Education Study Committee (LESC), either in person or virtually depending on location of meeting. Regular attendance at the Legislature during sessions (in person and virtually), as well as other legislative activities. Responsible for administrative duties as outlined below.

DUTIES AND RESPONSIBILITIES:

I. Duties Specific to Legislature

1. Schedule Interim meeting with LESC and LFC, in partnership with the Secretary of Education.
2. Schedule annually (September) date for NMRECA/COSSEP Day at the Legislature.
3. Attending LFC training for Financial Impact Requests (FIR) annually and provide fiscal impact paperwork for each bill as sent by LFC analyst to RECs.
4. Share Legislative Reports provided by NMCEL, NMSBA, etc.
5. Send Legislative Agendas weekly during session for both House and Senate Ed Committees.
6. Attend Legislative receptions and functions, if invited to attend.
7. Other administrative activities, duties and functions as assigned.

II. Office Tasks/Schedule Meetings:

1. Plan weekly, and/or bi-weekly meeting agendas with the RECA President.
2. Take minutes for all RECA Director meetings.
3. Schedule presenters (other state agencies, and vendors, on occasion).

4. Work with host REC to plan bi-annual retreats, as needed.
5. Schedule all meetings of the RECA, including quarterly meetings with the Secretary of Education, and the Director of Special Education, and other special meetings on occasion.
6. Maintain and update RECA website <https://www.nmreca.org/>, as needed, along with website developers.
7. Daily office tasks such as returning phone calls, responding to emails, and other correspondence.

III. Annual Updates and Reports:

1. Update annually NMRECA brochures, flyers, and other promotional materials.
2. Gather information from all RECs and create *the Annual Information and Highlights Report*.
3. Responsible for ordering RECA marketing materials (pens, notepads, etc.); updating ED name badges as new directors come on board.
4. Update FAQ annually, or as new 40-day numbers become available each year.
5. Responsible for RECA table at NMCEL, and other regional conferences.
6. Responsible for scheduling date for NMRECA Day at the Legislature.
7. Bi-Annual Review of NMRECA Constitution and Bylaws.
8. Develop Presentations for Conferences, in collaboration with REC Directors.
9. Review and update of Strategic Plan, annually.

IV. Assistance to RECs

1. Training, professional development, and strategic planning as needed
2. Assistance with conference; NMRECA table at conferences (upon request)
3. Attend meetings, dinners and Legislative functions hosted by REC (upon invitation or request).
4. Become familiar with the uniqueness of each REC and programs and support offered by each REC.
5. Understand the statute related to Regional Education Cooperatives and the Administrative Regulation.
6. Attending annual conferences (AESA, Spring Budget Workshop, NMCEL; other conferences as requested by RECs.)
7. Some travel statewide; does include a travel and supply budget

V: Other duties as assigned

SALARY: To be determined based on experience

APPLICATION PROCEDURES: Job application available at <https://www.nmreca.org>

Application packet should include:

- Completed Job Application
- Letter of Interest
- Current Resume
- Three (3) letters of professional recommendation (please include contact information for

reference—email, telephone number, mailing address, etc.)

- Transcripts from crediting college or university

Application Deadline: Open Until Position is Filled

Submit Application to:

Kelley Alsup, NMRECA President & Executive Director PVREC #8

kalsup@pvrec8.com
2218 W. Grand Avenue
Artesia, NM 88210

All applications will be screened. Selected applicants will be invited for an interview.
INCOMPLETE APPLICATIONS will not be processed.

The New Mexico Regional Education Cooperatives Association (NMRECA) does not discriminate based on race, religion, color, national origin, sex, disability, political beliefs, or age in its programs, activities, services, or employment. NMRECA also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service, please contact NMRECA one week prior to scheduled interview or activity, or as soon as possible. The following individual has been assigned to handle inquiries regarding non-discrimination policies. Title IX/Section 504—Kelley Alsup, NMRECA President and Executive Director, PVREC #8.