

Regional Education Cooperative No. 1

Job Description

Position: Executive Director

Salary: \$108,000 + Benefits

Supervisor: REC#1 Coordinating Council

Qualifications:

1. B.A. required
2. M.A. Administrative Certification preferred
3. Bilingual Education background/awareness preferred
4. Experience in budget preparation
5. Ability to effectively communicate in written and oral form.
6. Familiar with state/federal regulations
7. High level of leadership skills
8. Ability to supervise and evaluate staff

Work Schedule:

Contract Days: 249 days – 1.0 FTE (Schedule to be negotiated.)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 lbs.), reaching, squatting, and kneeling.

General Job Description:

1. Exercise all administrative and supervisory functions delegated by the REC#1 Council.
2. Implement programs and activities to meet REC#1 goals and objectives as defined in the REC#1 strategic plan.
3. Pursue state and federal grants to fund REC#1 initiatives.
4. Demonstrates an entrepreneurial style in developing programs and ideas to grow the REC#1 financially.
5. Provide effective professional leadership and technical advice to the Council on matters pertaining to IDEA-B, Title programs, Medicaid in the Schools and other programs adopted by the Council.
6. Initiate and guide the development of policies for the Council's consideration and ensure that all policies of the Council and legal duties of the Council are implemented.
7. Interpret Council policies for staff as well as all state and federal laws and regulations

relevant to the operation of the REC.

8. Administer the development and maintenance of programs designed to provide maximum utilization of funds within the cooperative. Be accountable for accurate monthly, quarterly and end-of-year reports by working with the REC#1 Business Manager. Assure sound fiscal management and compliance with state and federal audit procedures.
9. Maintain records required by the Council, state and federal statutes and regulations. Provide districts with technical assistance in the interpretation of special education laws and regulations.
10. Prepare the agenda for each REC#1 Council meeting, notify Council members in advance of the items to be discussed and set up dates, times and locations of meetings.
11. Attend all REC#1 Council meetings. Prepare a report of activities for the Council and provide information as needed.
12. Serve as the official representative of the REC#1 Council in relations with the Department of Education and other applicable agencies in matters pertaining to all programs adopted by REC.
13. Conduct studies and appraisals of the development and needs of all districts and make recommendations to the Council. Encourage ideas and active participation in the development of programs among personnel. Develop objectives to address specific problems, facing local educators, administrators, teachers, educational assistants, staff, parents, etc. that work with students.
14. Arrange and coordinate in-service training for each school district as needed. Assist directly and indirectly with the training and technology needs to facilitate success for all involved with educating all students. Assist the Business Manager in the financial arrangements of all workshops and in-services through the REC#1.
15. Strive to enhance cooperation between the public school, community, state and federal agencies.
16. Provide districts with technical assistance for state and federal monitoring activities.
17. Define job requirements and responsibilities for REC#1 personnel. Conduct evaluations of all REC#1 contracted personnel and office staff. Assist personnel with professional development plans as applicable. Recommend to the Council all employment, termination, dismissal and discharge of staff.
18. Serve as recruitment agent for REC#1.
19. Perform other duties as assigned by the REC#1 Council.

Executive Director - Regional Education Coop No. 1

Apply through Farmington Municipal Schools: www.fms@k12.nm.us

Job ID: 2577

- Position Type:
Administration/Executive Director
- Date Posted:
8/13/2025

- Location:
REC 1