

Regional Education Cooperative No. 3 Executive Director

- Salary: Dependent on experience and benefits
- Supervisor: REC#3 Coordinating Council
- **Qualifications**

The Executive Director shall:

 - Have or be eligible for an administrative license issued by the New Mexico Public Education Department;
 - Have specialized training in the leadership and business administration of public schools and/or related organizations with at least a master's degree from an accredited institution of higher learning.
 - Have demonstrated by suitable experience the capability of leading a staff and educational community in a continuous program of improvement.
 - Have demonstrated experience with grant management.
- **Responsibilities**

The Executive Director shall:

 - Exercise all administrative and supervisory functions delegated by the HPREC council.
 - Implement programs and activities to meet REC #3 goals and objectives as defined in the REC #3 strategic plan.
 - Provide effective professional leadership and technical advice to the council on matters pertaining to IDEA-B, federal funds, Medicaid in the Schools, and other programs adopted by the council.
 - Pursue state and federal grants to fund REC #3 initiatives.
 - Demonstrate an entrepreneurial style in developing programs and ideas to grow the REC #3 financially.
 - Initiate and guide the development of policies for the council's consideration and ensure that all policies of the High Plains REC #3 and legal duties of the High Plains REC #3 are implemented.
 - Interpret High Plains REC #3 policies for staff, as well as all state and federal laws and regulations relevant to the operation of the HPREC.
 - Administer the development and maintenance of programs designed to provide maximum utilization of funds within the cooperative. Be accountable for the accurate distribution of individual district monies and for accurate monthly, quarterly, and end-of-year reports by working with the HPREC business manager and director of programs. Assure sound fiscal management and compliance with state and federal audit procedures.
 - Maintain records required by the High Plains REC# 3 , state and federal statutes, and regulations.
 - Provide districts with technical assistance in the interpretation of special education laws and regulations.
 - Prepare the agenda for each council meeting; notify Council members in advance of the items to be discussed; and set up dates, times, and locations of meetings.
 - Attend all council meetings. Prepare a report of monthly activities for the council and provide information as needed.

- Serve as the official representative of the High Plains REC #3 in relations with the Public Education Department, New Mexico legislature, and other applicable agencies in matters pertaining to all programs adopted by HPREC.
- 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., who work with students.
- Strive to enhance cooperation between the public school, community, state, and federal agencies.
- Provide districts with technical assistance for state and federal monitoring activities.
- Define job requirements and responsibilities for HPREC personnel. Conduct evaluations of all HPREC personnel and office staff. Assist personnel with professional development plans as applicable. Make decisions regarding all employment, reemployment, termination, dismissal, and discharge of staff.
- Serve as recruitment agent for HPREC.
- Perform other duties as assigned by the HPREC council.
- **Compensation and Benefits**
 - The Executive Director's compensation and benefits will be established by the council and may be renegotiated at the time of issuance of the contract, depending on experience. This position is a full-time, 261-day contract and requires the Executive Director to be present in the office in Raton, NM, in person.
- To Apply:
 - [Complete the application](#) on the HPREC website. Send the completed application along with a cover letter, resume, and three current letters of recommendation to [HPREC jobs via email](#).
 - Deadline to apply: Monday, March 2, 2026, or until filled.