



Region 9 Education Cooperative Director of Internal Supports

Job Description

POSITION TITLE	Director of Internal Supports
REPORTS TO:	Executive Director
Work Day:	Minimum 7.5 hours daily
Contract Days:	12 months, minimum 236 days/year
Salary Schedule:	Unlicensed Manager, Degreed/Operational Support Schedule
Classification:	Exempt

ESSENTIAL FUNCTIONS:

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC 9 attendance policy is required. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.

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10. Understanding and compliance with the REC 9 employee policy manual, technology policy, and REC 9 tracking system are required.
11. Communicates effectively and in a timely manner with the Executive Director.
12. Ability to prioritize assigned tasks and work effectively independently, as well as part of a team.
13. Ability to work effectively in a high pressure environment, manage time constraints and meet project deadlines.
14. Function as the main point of contact for IGAs with Region 9.
15. Responsible for the Identity, analysis, implementation, reporting and management of the IGA contracts, including assigning to coordinators
16. Work in coordination with the Executive Director, Deputy Director, and other Region 9 Directors to support the following:
 1. Develop new IGA opportunities, including scopes of work and deliverables.
 2. Support to State Agencies to establish contracts, IGAs, MOUs and assist with the processes as necessary.
 - Supervise Internal Support staff.
17. Responsible for the scope of work and all aspects as required under each IGA. Ensure deadlines are met and services are provided within the mandatory timelines.
18. Daily coordination of personnel activities.
19. Collaborate and consult with the R9 Comptroller regarding IGA budgetary concerns.
20. Daily management of project risks and issues related to organizational impact and acceptance of change, regulatory controls and audit findings, identity data security and scope/schedule/cost.
21. Facilitate weekly IGA meetings and support continuous improvement in processes and data flow.
22. Build positive and collegial working relationships with the IGA stakeholders.
23. Collaborate with the R9 support personnel through communicating opportunities, risks, and current state of the projects.
24. Maintain positive, cooperative, and mutually supportive relationships with the administration, staff, peers, vendors and community partners.
25. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Support and contribute to the overall REC 9 mission, vision, values and goals.
28. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Note: These duties are neither exclusive nor exhaustive and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed

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annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations.

QUALIFICATIONS

1. Bachelor's degree required and Masters Degree preferred from an accredited college or university.
2. Five (5) years of administration experience in public schools or Regional Education Cooperatives.
3. Possess experience in areas such as accounting, Information Technology, budget management, office systems and procedures, cash management and procurement.
4. Attention to detail and problem-solving ability.
5. Exhibit positive interpersonal skills to relate well with peers, vendors, administration and the community.
6. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job duties. Possess ability to understand oral and written instructions. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Must possess creativity and be innovative.

Working Environment

Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals. This job is performed in a generally clean and healthy environment. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. Lift up to 50 pounds.

Job Description Acknowledgement

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I have received, reviewed and fully understand the job description for **Director of Internal Supports**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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