

R9 REQUEST FOR APPLICATIONS (RFA) #25018
Biliteracy Specialist

Purpose

CLSD Biliteracy Specialist will support the implementation of New Mexico's Comprehensive Literacy State Development grant, specifically by providing technical assistance for supporting English language learners, the incorporation of Indigenous languages into the NM Biliteracy Framework and supporting structured literacy in biliteracy classrooms. (Time will be spent as follows: technical assistance 80%, Biliteracy Framework support 20%.) This position is funded by the CLSD federal grant, awarded to NMPED in 2024. Funding is dependent upon congressional appropriation each year.

Equivalent to .5 FTE, Contract will end on 9/19/2025, total contract not to exceed \$32,500.00.

SUPERVISION

Receives work expectations, guidance, and grant direction from NMPED CLSD Grant Manager including all spending requests. Works in collaboration with NMPED CLSD Literacy Specialists to support subgrantees. REC will provide direct supervision.

REQUIRED QUALIFICATIONS

Education and Experience

- Degree in education with a focus on literacy for multilingual students
- Minimum 5 or more years of experience in education supporting multilingual students
- Experience working with multilingual populations, including indigenous communities
- Experience and/or education around structured literacy

JOB DUTIES

Technical Assistance for Supporting English Language Learners (80% of the time):

- Provide support to CLSD subgrantees in evidence based structured literacy instruction for English language learners.
- Coordinate and advise literacy and biliteracy development among subgrantees using structured literacy principles.
- Expand the use of structured literacy in biliteracy settings by providing ongoing job-embedded training and coaching to educators and leaders for subgrantees.
- Coordinate cross bureau (e.g., Language and Culture, Special Education, MLSS) collaboration for structured literacy among subgrantees that addresses the needs of diverse learners.
- Conduct parent and family structured literacy for biliteracy workshops to promote home literacy practices.
- Support the capacity of the CLSD District Literacy Coordinators and Coaches in providing literacy coaching and professional development to subgrantees.

- Ensure that CLSD funding is used in accordance with the parameters of the grant.
- Attend all training for CLSD funded positions.
- Adhere to all CLSD statutory requirements including focus, reporting and evaluation of programs.

Biliteracy Framework (20% of the time):

- Lead a broad base stakeholder task force, in coordination with NMPED CLSD team, to incorporate Indigenous languages into the Biliteracy Framework and linguistic awareness in all settings.
- Support and collect evidence-based approaches to biliteracy instruction in subgrantee districts to be used as a model for the state.

Cultural Awareness

- Support culturally and linguistically responsive literacy instruction that values students' funds of knowledge as assets to build upon are requisite components of literacy development among the CLSD subgrantees.
- Strengthen the use of the home language to support English literacy development for all English Learners and students who speak a language other than English.

KNOWLEDGE AND SKILLS

Knowledge:

- Strong grounding in structured literacy
- Strong understanding of HQIM and literacy intervention based on the MLSS model
- Knowledge of effective ways to support school professionals and of common barriers to implementing effective literacy instruction
- Ability to develop, conduct, and evaluate relevant and effective literacy implementation plans
- Familiarity with NM ELA Standards, NMIS and cross curricular connections
- Experience with curriculum development and lesson planning
- Assessment literacy

Skills:

- Capacity to work independently, maintain multiple responsibilities, and work under deadline pressure
- Ability to create and sustain a collaborative approach in the workplace, on external committees, and in the community
- Creative, resourceful, and forward thinking with strong problem-solving, leadership, and analytical skills
- Strong oral and written communication skills and ability to make information accessible for a variety of audiences
- Ability and willingness to adapt to and support an evolving work environment, periodically work an extended work day, and engage in regular state-wide travel (must have ability to operate an automobile and have a valid driver's license and insurance)
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook software usage

Evaluation Criteria

It is the responsibility of the application provider to provide all information listed in the Evaluation Criteria below. The information provided must be clear and concise. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN A LOSS OF POINTS AND/OR POSSIBLE DISQUALIFICATION OF THE APPLICATION.

Scoring Rubric	10 Point Scale	15 Point Scale
Excellent Response	7-10 points	11-15 points
Adequate Response	4-6 points	6-10 points
Inadequate response	0-3 points	0-5 points

Application shall include:

1. **Experience** (15 points) - Specify your qualifications in sufficient detail.
2. **References** (10 points) - Individuals identified in letters of reference may be contacted by Region 9 for additional information.
 - a. Applicants must submit **three (3) references**:
 - i. Include organization name, contact person, phone, e-mail address, starting and ending dates and services performed.
3. **Cost Proposal** (15 points) - Provide cost proposal based on an hourly rate.
4. **Licensure & Education** (10 points) - Provide proof of licensure and education.

Timeline

Action	Responsible Party	Due Dates
Issue RFA	Region 9	6/19/2025
Submission of applications	Potential Applicants	By 3:00 PM MST/MDT ON 7/9/2025
Review of applications and final selection	Review Panel	7/10/2025- 7/11/2025



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Award Letter	Region 9/Potential Applicants	7/14/2025
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Eligibility

Any individual who holds a degree in Education and who is eligible to work in the State of New Mexico.

Application Submission

At this time, only electronic application submission is allowed. Do not submit hard copies until further notice. Applications must be submitted electronically through R9's electronic procurement system.

The online submission system can be accessed by clicking this link

-----> <https://www.formpl.us/form/5850825847013376>

ALL APPLICATIONS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE **NO LATER THAN 3:00 PM MST/MDT ON 7/9/2025**. NO LATE APPLICATIONS CAN BE ACCEPTED. The date and time of receipt will be recorded on each application. Applications will be time-stamped in the system when the Offeror clicks "Submit." Such electronic submissions will be considered sealed in accordance with the statute.

It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically. The application submission system will automatically cease uploading data at the date and time of the deadline. Please ensure that you, as the Offeror, allow adequate time for large uploads and to fully complete your submittal by the deadline. A submission that is not both: (1) fully complete; and (2) received, via the online application submission system: <https://www.formpl.us/form/5850825847013376>, will be deemed late. Further, a submission that is not fully complete and received via the application submission system by the deadline because the response was captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, NO LATE APPLICATIONS CAN BE ACCEPTED.

Applications submitted by facsimile, or other electronic means other than through the application submission system, will not be accepted.

Award

1. Multiple awards may be made. (Single Contract renewed annually up to 3 years)



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2. Region 9 will execute a Professional Services Agreement with the awardee.
3. Awards shall be made to the most responsible Offeror(s) whose proposals are most advantageous to REC 9 taking into consideration the evaluation criteria. The most responsible Offeror(s) is not determined by the highest score. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.