

R9 REQUEST FOR APPLICATIONS (RFA) #25019

Content Literacy Specialist

Purpose

The Content (Disciplinary) Literacy Specialist will provide instructional support and coaching to schools being served through the CLSD Literacy Development grant. The Content Literacy Specialist is responsible for providing support in instructional planning and delivery, content knowledge in literacy instruction and intervention, analyzing data in order to differentiate instruction, and sharing of evidence-based practices across all academic disciplines in grades 6-12. 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

- Preference for a Master's degree in education with a focus on secondary literacy
- Level II or III NM teaching license
- Completion of structured literacy training Experience
- Minimum 5 or more years of experience as a grade 6-12 educator
- Experience as a school or district leader preferred
- Experience working with school professionals as a trainer or technical assistance provider, teacher coach or mentor
- Experience developing and/or advocating for effective instructional practices

JOB DUTIES

- Support subgrantee grades 6-12 teachers to implement grade level literacy instruction.
- Build subgrantee teacher capacity in evidence based literacy instruction within specific content areas.
- Support subgrantee teachers in understanding, analyzing, and utilizing data to provide effective literacy intervention in order to reduce achievement gaps.
- Provide professional development for teachers, in collaboration with District Literacy Coordinators and NMPED, to support literacy in grades 6-12, including in the strategies recommended in the IES Practice Guides, and in use of assessments to plan instruction and intervention.
- Support the capacity of the CLSD District Literacy Coordinators and Coaches in providing content area literacy coaching and professional development to LEAs.

- Utilize NMPED provided guidelines and protocol for content literacy support and practices.
- 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.

KNOWLEDGE AND SKILLS

Knowledge

- Strong grounding in structured literacy and how this applies to secondary classrooms
- 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
- Ability to delegate tasks as appropriate and define responsibilities
- 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
Award Letter	Region 9/Potential Applicants	7/14/2025

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/6519502212759552>

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/6519502212759552>, 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)
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.



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