



Four Corners Regional Education Cooperative #1

Aztec Municipal Schools – Bloomfield Public Schools—Central Consolidated Schools—Farmington Municipal Schools—Gallup-McKinley County Schools—Zuni Public Schools—San Juan College

CONTRACT OPPORTUNITY: REC-1 TECH PROJECT FACILITATOR

Contract Overview: The Contractor will serve as the site facilitator for the REC-1 / RECA State Technology Initiative to support initiation and implementation of two project components: (a) Student Academic Competitions and (b) Student-run Technology Help Desks. The services support the REC-1 involvement in the greater Region Education Cooperative Association statewide technology initiative.

Contract Period: November 15, 2022, through May 15, 2023 (6 months)

Contract amount: \$5,000 monthly, maximum of \$30,000 (inclusive of GRT)

Available Facility & Resources: REC-1 will provide a work space, office equipment and supplies, Internet connectivity, a virtual training center, etc. for use as-needed by the Coach.

Contractor Responsibilities

A. Student Academic Competitions

1. Communicate and Facilitate an MOU with interested districts and respective schools to ensure a minimum of 3 high school teams of 4 students each will participate.
2. Assist schools in determining participating site advisors (e.g., responsible teacher) and participating students.
3. Collaborate with the statewide academic competition coordinator from REC-9 to provide access to the online academic competition system and to access the approved question bank.
4. Collaborate with the statewide academic competition coordinator from REC-9 to schedule a practice competition and 3 actual competitions, scheduled as follows:
 - a. First competition, regional, virtual, prior to December 15, 2022
 - b. Second competition, regional, virtual, in April 2023
 - c. Third competition, state, in-person, in May 2023
5. Assist schools in identifying technology resources needed to engage in the competitions and learning and information resources useful for preparing for the competitions.
6. Assist with coordinating staffing needs to conduct the competitions.
7. Facilitate travel requirements for regional champion team to the state competition.
8. Identify appropriate recognition and reward resources for participating students and advisors.
9. Provide detailed information and data to REC-1 regarding all aspects of the academic competitions no less frequently than monthly and additionally as requested to meet program timelines.

B. Student-run Technology Help Desk

1. Communicate and facilitate an MOU with interested districts and respective schools to ensure one or more schools will offer a student-run help desk.
2. Assist schools in determining site advisors, technical support, and other human resources as needed for students to successfully address technology help tickets.
3. Collaborate with school personnel, REC staff, and State Technology Coordinators to engage students in training and calibration services in preparation for use of the help desk ticketing system, customer service standards, and protocols for addressing or elevating request needs.
4. Collaborate with school personnel to identify and address ongoing needs, supports, and challenges that may reduce the efficacy of services, and identify strategies and supports needed for maximum student engagement and value of the help desk services.
5. Assisting schools in determining resources, supplies, and technologies needed for students to fully engage in the help desk services.
6. Maintain ongoing communication with the REC-1 director and statewide technology initiative leadership on implementation needs and activities.
7. Monitor school-site activities to determine engagement in and efficacy of technology help desk services.
8. Provide detailed information and data to REC-1 regarding all aspects of the help desk services no less frequently than monthly and additionally as requested to meet program implementation timelines.

Minimum Qualifications

1. Exceptional management, organizational, and oral and written communication skills
2. 5+ years working within a K-12 or Higher Education system in a administrative, leadership, or management role.
3. Strong technology skills in Microsoft Office (especially Excel) and Internet-based communications.

Additional Information and Application

The contract opportunity description is subject to modification and negotiation.

For more information, contact David Bowman, REC-1 Executive Director, at director@nmrec1.org.

To apply for this contract position, send a cover letter and resume / prospectus to Denise Merilatt at dmerilatt@nmrec1.org