

## **Special Education Services Consultant (Contract Position)**

### ***Job Summary:***

The Special Education Services Consultant will provide technical assistance, training, and support to Local Education Agencies (LEAs) to ensure compliance with state and federal regulations under the Individuals with Disabilities Education Act (IDEA). This role involves conducting professional development, offering tailored consulting services, and supporting capacity-building efforts to improve outcomes for students with disabilities.

This is a contracted position with the Four Corners Regional Education Cooperative #1 (REC-1). The contractor will provide services across assigned LEAs within the REC-1 service region, with specific LEAs to be selected in collaboration with OSE and REC-1.

### ***Contract Details:***

- Contract Period: January 2025 through May 2025.
- Payment: \$65,000 annually, prorated for the contract period, totaling \$27,000 for the five-month term.
- Tax Responsibilities: As an independent contractor, the individual will be responsible for all applicable taxes and fees.
- Supervision: The contractor will work under the supervision of the Executive Director of REC-1.
- Office and Resources Provided: REC-1 will provide an office, essential technology resources, and office equipment for use during the contract.
- Travel Reimbursement: Approved travel expenses will be reimbursed at New Mexico state rates.
- Invoicing and Payment: The contractor must submit monthly invoices detailing activities and hours worked. REC-1 will pay the contractor a base amount plus reimbursable expenses on a monthly basis.
- Termination: The contract may be terminated if the position is no longer needed or if funding is not available.
- Contract Renewal: Renewal for an additional year is possible, contingent on funding and need.

### ***Key Responsibilities:***

#### **1. Technical Assistance and Compliance Support**

- Provide targeted assistance to LEAs to meet compliance with State Performance Plan (SPP) Indicators 1-17.
- Conduct consultations, on-site visits, and virtual meetings to understand compliance issues and offer actionable guidance.
- Deliver tailored resources, including toolkits, templates, and policy guidance, to support compliance efforts and high-quality Special Education services.
- Maintain an online support platform for ongoing technical support.

## **2. Training and Professional Development**

- Develop and deliver training sessions, workshops, and webinars for LEA personnel on special education policies, best practices, and compliance strategies.
- Provide coaching and mentoring to build LEA staff capacity to sustain compliance and provide high-quality Special Education services.

## **3. Data Reporting and Documentation**

- Prepare quarterly and annual reports summarizing activities, compliance trends, and outcomes.
- Compile and submit documentation of SPP indicator performance and compliance data, as received from school districts, with three-year trend analysis.
- Develop reports highlighting improvements in educator effectiveness, graduation rates, and assessment outcomes for students with disabilities.

## **4. Capacity Building**

- Support LEAs in designing and implementing educator evaluation systems to improve teaching quality.
- Assist in creating and executing plans to correct non-compliance and sustain adherence to IDEA requirements over time.
- Collaborate with LEAs to improve delivery systems and outcomes for children with disabilities.

## **5. Collaboration and Communication**

- Partner with state-level entities, including the Office of Special Education, to ensure alignment with regulatory guidelines and state-level activities (e.g., Activities J & M).
- Maintain communication with LEAs, stakeholders, and team members to ensure service goals are met.

### ***Qualifications:***

- Master's degree in Special Education, Educational Leadership, or a related field.
- Minimum of 5 years of experience in special education leadership, compliance monitoring, or technical assistance.
- Strong knowledge of IDEA, SPP/APR indicators, and compliance requirements.
- Proven ability to develop and deliver professional development and training sessions.
- Ability to manage multiple projects and deliverables within set deadlines.
- Exceptional written and verbal communication skills.
- Strong analytical and organizational skills to collect, analyze, and report data effectively.
- Experience working directly with LEAs or state education agencies.

### ***Preferred Skills and Experience:***

- Familiarity with Education Department General Administrative Regulations (EDGAR).
- Proficiency in using virtual platforms and tools for remote support and training.

***Work Environment:***

Hybrid role with a combination of in-office placement, on-site visits, virtual meetings, and remote work. Occasional travel required for in-person training and consultations.

***Employment Type:***

Contract-based from January 2025 through May 2025, with the possibility of renewal contingent on funding and need.