

Position Title: New Mexico Summer Reading Program Site Coordinator

Overview:

The New Mexico Summer Reading Program Site Coordinator oversees the program's administration, coordination, and supervision. Responsibilities include providing instructional leadership, managing staff, and ensuring a safe, supportive learning environment for all.

Responsibilities:

- Lead and support teachers in effective instructional practices, including classroom observations and lesson planning.
- Manage literacy instructors and ensure smooth program operation.
- Review student data with instructors to adjust instruction.
- Communicate daily and frequently with instructors, program staff, and families about updates and program details.
- Prepare reports on program outcomes, successes, and areas for improvement.
- Enforce policies to maintain a safe and inclusive environment and manage safety protocols.
- Support consistent assessment protocols and data collection. Ensure required documentation (attendance and assessment data) is submitted.
- Develop emergency preparedness plans, conduct safety drills, and respond to disciplinary incidents in accordance with policies and regulations.
- Build relationships with parents, families, and community partners to communicate program goals, expectations, student progress and professionally address issues if they arise.
- Participate in professional development and share knowledge with staff.
- Organize outreach efforts to increase family engagement and student participation.

Working Conditions:

- **Hours:** 25 - 30 hours per week, with flexible scheduling for planning, preparation, and coaching as determined by the site organization.
- **Setting:** In-person (schools, universities, community agencies) or virtual dependent upon site location.
- **Technology:** Maintain and utilize technology; accessible with a camera, microphone, and internet connection for instruction and assessments. Capacity to learn and utilize various technology platforms required for the NM Summer Reading Program.
- **Training:** Attend all training and program meetings.

Qualifications:

Required

- Candidates may include K-12 licensed administrators, instructional coaches, teachers pursuing an educational admin certificate/degree, teachers with strong leadership skills.
- Ability to effectively manage all aspects of the Summer Reading Program, including personnel, schedules, resources, and student discipline.
- Ability to work collaboratively in a team setting.
- Commitment to fostering an inclusive, supportive, and culturally responsive learning environment.

- Strong communication and interpersonal skills for building positive relationships and fostering an inclusive environment.
- Strong organizational skills.
- Commitment to helping students achieve academic success.

Desired

- Experience in differentiating instruction to meet the needs of diverse learners.
- Administrative experience
- Proficiency in at least two languages is an advantage.
- Experience using data to make informed decisions
- Previous leadership experience

Compensation: Site Coordinators will be compensated at a rate of \$35 per hour for the services outlined in the contract.