



EDUCATOR FELLOW

Supervisor: Principal	FLSA Status: Non-Exempt
Department: Instruction	Terms of Employment: According to terms of contract
Supervises: None	Position Type: Temporary (Grant Funded-Salary)

Terms of Employment

Temporary employees serve at will, are not employed for any specific length of time, and have no property rights in their employment. Employment is contingent upon funding each school year. Upon graduation, Educator Fellow will be ineligible to remain in this position.

Nature of Work

Educator Fellows will support teachers in their classrooms by providing engaging, high-dosage, tutoring, and small group instruction that also celebrates student cultural wealth.

Duties and Responsibilities

- Assists the Mentor Teacher by providing educational support services.
- Assists the Mentor Teacher with program content and maintains open communication with both the Mentor Teacher and Program Director.
- Consults and assists with the Mentor Teacher on a continuous basis regarding program content and progress of students.
- Plan individualized targeted instruction to students in the areas of reading and math either in a small group or 1 to 1 setting with the collaboration of the Mentor Teacher.
- Consult with the Mentor Teacher in tracking student progress, monitoring, and planning of interventions.
- Maintain current and accurate records as required.
- Complete micro courses and professional development series on various topics to include, but not limited to classroom management, math intervention, reading intervention, high intensity tutoring strategies, and cultural and linguistically responsive teaching and learning.
- Develop strong relationships with students and colleagues.
- Participate in regular coaching and feedback sessions.
- Agrees to fulfill performance responsibilities in assigned location(s).
- Adhere to educational guidelines as defined by the New Mexico Public Education Department.
- Exhibit professionalism by maintaining good attendance and adhering to established work schedule.

- Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Communicate and display courteous and professional behavior toward students, parents, the public, the Immediate Supervisor, School and District Administrators, staff, and peers.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
- Working after assigned work schedule may be required.
- Perform such other tasks as may be assigned within the parameters of the job description.

Minimum Qualifications

1. High school diploma or equivalent.
2. Currently enrolled in post-secondary coursework with the intent of pursuing a bachelor’s degree in education or related field.
3. Must provide current class schedule each semester.
4. Must be in good standing with the college or university and remain in the Educator Fellows program.
5. Valid Driver’s License.
6. Must be able to pass a criminal background check.

Knowledge, Abilities, and Skills

Knowledge of: various machines and equipment including but not limited to computer, telephone, instructional technology.

Ability to: understand oral and written instructions; motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job; manual and finger dexterity required to operate machines and equipment precisely and rapidly.

Licenses and Certifications

Valid Driver’s License

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education’s policy on evaluation of professional personnel.

I accept this position offered and agree to the above job description.

Print Name: _____

Signature: _____ Date: _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Position will remain open until filled.