

EDUCATOR FELLOW

Supervisor: *Principal*

Salary Schedule: *TBD (Grant Funded-Salary subject to change)*

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, Ed Fellow will be ineligible to remain in this position.*

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

Minimum Qualifications:

- 1. Must have a 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 Ed Fellow program.*

Job Duties:

- 1. Assists the Mentor Teacher by providing educational support services.*
- 2. Assists the Mentor Teacher with program content and maintains open communication with both the Mentor Teacher and Program Director.*
- 3. Consults and assists with the Mentor Teacher on a continuous basis regarding program content and progress students.*
- 4. 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 them Mentor Teacher.*
- 5. Consult with the Mentor Teacher in tracking student progress, monitoring, and planning of interventions.*
- 6. Maintain current and accurate records as required.*
- 7. 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.*
- 8. Develop strong relationships with students and colleagues*
- 9. Participate in regular coaching and feedback sessions.*
- 10. Agrees to fulfill performance responsibilities in assigned location(s).*

11. Adhere to educational guidelines as defined by the New Mexico Public Education Department.
12. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
13. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
14. Communicate and display courteous and professional behavior toward students, parents, the public, the Immediate Supervisor, School and District Administrators, staff, and peers.
15. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
16. Working after assigned work schedule may be required.
17. Perform such other tasks as may be assigned within the parameters of the job description and job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, equipment, and work tools commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions.
2. Motor coordination is required when operating vehicles, machines, and equipment essential to the job.
3. Manual and finger dexterity are required to operate machines and equipment precisely and rapidly.
4. For further information regarding worker traits, please see attached job analysis.

EVALUATION

Performance of this job will be evaluated by Principal at the assigned location.

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I accept this position offered and agree to the above job description. Furthermore, based on the needs of the District I may be required to assume other duties and work on alternate assignments that are equivalent in compensation.

Print Name_____

Signature_____ Date_____

Approved by_____ Date_____