

JOB DESCRIPTION:

EDUCATOR FELLOWS

Position Summary

The objective for the Educator Fellows Program is to create a temporary workforce, or job corps, of Educator Fellows that support teachers in their classrooms by providing engaging high-dosage tutoring and small group instruction that also celebrates student cultural wealth. This is based on the recognition that more adults can better serve students with just-in-time remediation or targeted small-group instruction. The project will also provide an experiential entree into the education profession with funding and clearly established pathways for advancement.

This fellowship is ideal for individuals who enjoy interacting with youth in a school setting, have good communication skills, and who enjoy working with diverse populations experiencing a range of social needs. The fellowship will provide critical hands-on experiences in the education arena and a solid foundation for those who are planning to enter the education profession. The ability to adapt is also valuable for this position, specifically someone who can respond in the moment/think on their feet, is able to work well with moderate amounts of ambiguity, and contributes well to ideas/creative thought.

Essential Functions

The Educator Fellow will assist the mentor teacher to:

- Provide instructional support services under the direct supervision of a highly qualified teacher.
- Assist a Mentor Teacher with program content and maintain open communication with both the Mentor Teacher and Program Director.

- Consult and assist 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.
- Provide individualized targeted instruction to students in the areas of reading and math either in a small group or 1 to 1 setting.
- Consult with 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 session.

Hard Skills

- MS Office, Outlook—typing skills
- Excel - basic skills
- Reading and writing skills

Assessments/ Training Provided through Internship

- Para-Pro Exam

Soft Skills

- Interpersonal Skills & Teamwork
- Open to feedback
- Task-oriented, ability to prioritize
- Self-directed, self-motivated
- Ability to follow direction
- Attention to detail
- Ability to practice empathy at all times and treat everyone in a positive and professional manner

Working and Physical Conditions/Additional Requirements

Adhere to educational guidelines as defined by the New Mexico Public Education Department. Comply with local, state, and federal rules and regulations. All current New Mexico Covid-19 guidelines set forth by the NM Department of Health will be followed at all times.