

**Mentorship Consultant
Job Description
Special Education Division Mentorship Project**

POSITION TITLE: Mentorship Consultant
REPORT TO: Educational Services Manager
Contract Days: Full time, contract days to be determined
Contract Start Date: TBD
Classification: Exempt
Salary Schedule: Licensed
Duty Station: As assigned

ESSENTIAL FUNCTIONS

1. Represents NMPED and REC 9 and its programs in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required.
5. Attendance at mandatory program meetings and professional development is required.
6. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
7. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
8. The ability to demonstrate flexibility in the performance of various job functions is required.
9. Program collaboration is required
10. Maintains an atmosphere that protects the privacy of confidential information pertaining to students, teachers and personnel records is required.



11. Maintains notes on consultation meetings with teachers.
12. Tracks and reports all information required to monitor the program status.
13. Maintain a communication - contact log for Region 9 Coordinator for and Principals and/or Superintendents as needed.
14. Participates in program design including implementation of new ideas, problem-solving, and reporting.
15. Participates in professional development opportunities individually and as part of the larger consulting group.
16. Participates in such meetings in-person or virtually as requested by the PED and Region 9 Mentorship Coordinator.
17. Develops and presents accurate, understandable, and effective training materials for staff development purposes for individual or group presentations.
18. Provides technical assistance, classroom modeling and coaching to teachers.
19. Provides mentorship and coaching to Level 1 teachers as assigned.
20. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

1. Bachelor's Degree required or Master's Degree or National Board Certification preferred from an Accredited University.
2. Possess and maintain Level 2 Licensure, NM Public Education Department, Level 3 licensure preferred.
3. Background or licensure working with at-risk populations, including students with disabilities, Native American students, economically disadvantaged populations, preferred.
4. Minimum of six (6) years of work experience in teaching.
5. Minimum of 2 years experience providing teaching staff professional development.
6. Experience with the Elevate NM Domains 1-4.
7. Experience with computer word processing, databases, and spreadsheet applications.
8. Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.



PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

9. Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills.
10. Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills.
11. Must exercise initiative and judgment in performing a job.
12. Superior problem solving and reasoning skills.
13. Motivated to serve the best interests of NM Teachers, meet goals, and produce quality work.
14. Exhibit writing ability appropriate for program practices, communication, reports, and records.
15. Demonstrate verbal communications to describe, explain, detail, and give instructions.
16. Must demonstrate accuracy and timeliness in completion of program activities.
17. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to general education.
18. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment.
19. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.
20. Valid NM driver's license and ability to provide own transportation for extensive state-wide travel on a regular basis. .
21. Other qualifications determined necessary by the RECIX Executive Director.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Demonstrate diverse use of technology related equipment and devices, including but not limited to, PC computer, a variety of ITV video conferencing equipment for use with delivering staff development topics and participating in meetings, the ability to navigate the internet and web related environments (including email and calendaring) and to use word-processing spreadsheet and presentation software.

WORKING ENVIRONMENT

The usual and customary methods of performing the jobs' functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Mentorship Consultant**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

Employee Signature_____