

High Plains Regional Education Cooperative

Job Description

(REC 9 INITIATIVE in Collaboration with High Plains REC)

POSITION TITLE: Dossier Consultant
REPORT TO: Coordinator of Educator Quality at REC 9
Contract Start Date: When Filled
Contract Days: 91 Days (pro-rated)
Classification: Exempt
Salary: Per Grant-Based Salary (pro-rated)
Duty Station: High Plains REC

ESSENTIAL FUNCTIONS

1. Represents the REC and its programs and its member districts 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 the REC programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC attendance policy is required.
5. Attendance at mandatory REC or 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 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. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
10. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
11. Understanding and compliance with the REC employee policy manual are required.
12. Supports and contributes to overall REC mission, vision, values and goals.
13. Serves as a representative of the REC under the supervision of the REC 9 Coordinator for Educator Quality.

14. Collaborates with the Coordinator for Educator Quality to work toward the goals and objectives of the Dossier Review program.
15. Participate in Dossier Review training as identified.
16. Maintains notes on consultation meetings with teachers.
17. Tracks and reports the number of teacher meetings attended and required demographic information of teachers served, progress, and status.
18. Maintain regular communication - contact log for Region 9 Coordinator for Educator Quality and Principals and/or Superintendents.
19. Participates in all required employee responsibilities under the REC.
20. Participates in program design including implementation of new ideas, problem-solving, and reporting.
21. Participates in professional development opportunities individually and as part of the larger consulting group.
22. Participates in such meetings in-person or virtually as requested by the PED and Region 9 Coordinator for Educator Quality.
23. In addition, the Consultant will appropriately document such meetings and compile retain, and submit such documentation, including teacher progress
24. The Dossier Consultant will conduct all Dossier reviews and support as assigned by the Region 9 Coordinator for Educator Quality.

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. Minimum of six (6) years of work experience in teaching.
4. Minimum of 2 years of experience providing teaching staff professional development.
5. Experience with the NM Observation Rubric Domains 1-4.
6. Experience with computer word processing, databases, and spreadsheet applications.
7. Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

8. Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills.
9. Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills.
10. Must exercise initiative and judgment in performing job.
11. Superior problem solving and reasoning skills.
12. Motivated to serve the best interests of NM Teachers, meet goals, and produce quality work.
13. Exhibit writing ability appropriate for program practices, communication, reports, and records.
14. Demonstrate verbal communications to describe, explain, detail, and give instructions.
15. Must demonstrate accuracy and timeliness in completion of program activities.
16. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to general education.
17. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment.

18. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.
19. Valid NM driver's license and ability to provide own transportation.
20. Other qualifications determined necessary by the RECIX Executive Director.

The Dossier Consultant will conduct all Dossier reviews and support as assigned by the Region 9 Dossier/Teacher Observer Coordinator. Participate in such meetings in-person as requested and in accordance with PED and Region 9 Dossier/Teacher Observer Coordinator requests. Appropriately document such meetings, compile, retain and submit such documentation; maintain teacher level case files on Dossier support, their outcomes, and teacher progress; communicate regularly with Region 9 Dossier/Teacher Observer Coordinator and School and/or District Level contacts.

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.