



**Region 9
Education
Cooperative**

Region 9 Education Cooperative
143 El Paso Road
Ruidoso, NM 88345

Phone: (575)257-2368
Fax: (575)257-2141
<http://www.rec9nm.org>

Dossier/ Teacher Mentorship/PBIS Consultant

Job Description

DOSSIER – REC 9 INITIATIVE

POSITION TITLE: Dossier Consultant/Teacher Mentorship/ PBIS Consultant
REPORT TO: Director of Educational Services
Contract Days: 202 Days
Contract Start Date: July 1, 2021
Classification: Exempt
Salary Schedule: Per Grant-Based Salary
Duty Station: Local REC

ESSENTIAL FUNCTIONS

1. Represents REC IX 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 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 REC IX 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 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. 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 RECIX employee policy manual, technology policy, and R9 tracking system are required.
12. Coordinates REC IX Member District and region-wide professional development for beginning and mentor teachers in collaboration with other Region IX Educational Consultants at the direction of the Educational Services Director.
13. Participate in Dossier Review training as identified.
14. Maintains notes on consultation meetings with teachers either through mentorship or dossier.
15. Tracks and reports the number of teachers meetings attended and required demographic information of teachers served, progress, and status.
16. Maintain regular communication - contact log for Region 9 Coordinator for Educator Quality and Principals and/or Superintendents.
17. Participates in professional development opportunities individually and as part of the larger consulting group.
18. Participates in such meetings in-person or virtually as requested by the PED and Region 9 Coordinator for Educator Quality.
19. In addition, the Consultant will appropriately document such meetings and compile retain, and submit such documentation, including teacher progress
20. Develops and presents accurate, understandable, and effective training materials for staff development purposes for individual or group presentations.
21. Provides technical assistance, classroom modeling and coaching to teachers.
22. Participates and supports grant based educational initiatives or PED initiatives, to include but not limited to MLSS, UDL, PBIS as assigned by the Educational Services Director to ibncl
23. 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. Minimum of six (6) years of work experience in teaching.
4. Minimum of 2 years experience providing teaching staff professional development.
5. Experience with the NM Teacher Evaluation System
6. Experience with Dossier Licensure Process preferred
7. Experience with computer word processing, databases, and spreadsheet applications.
8. Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.
9. Knowledge of PBIS, MLSS and UDL preferred.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

10. Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills.
11. Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills.
12. Must exercise initiative and judgment in performing job.
13. Superior problem solving and reasoning skills.
14. Motivated to serve the best interests of NM Teachers, meet goals, and produce quality work.
15. Exhibit writing ability appropriate for program practices, communication, reports, and records.
16. Demonstrate verbal communications to describe, explain, detail, and give instructions.
17. Must demonstrate accuracy and timeliness in completion of program activities.
18. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to general education.
19. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment.
20. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.
21. Valid NM driver's license and ability to provide own transportation for extensive state-wide travel on a regular basis. .
22. 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.



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Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Regional Classroom Observer**.

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_____