

## **Hobbs Municipal Schools Job Description**

**Position:** NEAR Peer Tutor Coordinator

**Supervisor:** Principal/Assistant Principal

**General Job Description:** Under the general supervision of the principal and immediate supervision, NEAR Peer Tutor Coordinator will supervise the Peer Student Tutors and students in-need of intervention at their campus. NEAR Peer Tutor Coordinator will be responsible for identifying and recruiting at-risk. In addition, the Coordinator will assist in the design of tutorial curriculum and facilitate training of the tutors and use of the tutors in facilitating the tutorial process.

**Qualifications:**

1. A bachelor's degree.
2. A valid New Mexico teaching license with endorsements as needed.
1. Highly Qualified Status.

**Essential Duties and Responsibilities:**

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Appropriately utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtains feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and applies them appropriately.
5. Utilize student assessment techniques and procedures.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Recognize student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept.
8. Demonstrate a willingness to examine and implement change, as appropriate.
9. Work productively with colleagues, parents, and community members.
10. Meets professional requirements and responsibilities.
11. Supervise NEAR Peer Tutors assigned to your campus.
12. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Safety and Health Requirements:**

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

1. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

A One-Time Stipend