

## Position Description: Teaching Fellows Navigator for Adult Pathway Grant

**Position Overview:** We are seeking a dynamic and compassionate Teaching Fellows Navigator to join our team and provide guidance to adult candidates who come from diverse backgrounds and are considering a career transition into the field of education. The Navigator will play a pivotal role in assisting these individuals as they navigate the pathway to becoming educators, offering support, resources, and mentorship.

### Role and Responsibilities:

- **Individualized Support:** Establish personalized connections with adult learners interested in pursuing a career in education. Offer one-on-one guidance and mentorship tailored to their unique backgrounds, experiences and aspirations.
- **Resource Provision:** Provide information on relevant certification programs, licensure requirements, financial resources and educational pathways for aspiring educators. Assist with the exploration of scholarship opportunities, financial aid options and grants that are available to aspiring educators of diverse and/or marginalized backgrounds.
- **Career Exploration:** Assist individuals in exploring various teaching opportunities, grade levels, and educational settings. Help them identify the best fit for their skills and goals.
- **Credentialing Guidance:** Advise on the steps required to obtain teaching credentials, including navigating the application process, preparing for exams, and fulfilling any necessary prerequisites.
- **Education Planning:** Collaborate with adult learners to create individualized education plans, outlining coursework, workshops, and training needed to achieve their teaching career goals.
- **Transferable Skills:** Help individuals identify transferable skills from their previous careers and life experiences that can contribute to their success as educators.
- **Resume and Interview Support:** Provide guidance on crafting effective resumes and preparing for teaching-related interviews. Offer mock interview sessions and feedback.
- **Networking:** Connect aspiring educators with professionals who have faced similar challenges in the education field and can provide guidance for networking opportunities, advice, and insights.
- **Professional Development:** Recommend workshops, seminars, and conferences that will enhance their teaching skills and expand their knowledge of educational trends.
- **Progress Tracking:** Maintain records of individual progress, milestones achieved, and challenges faced. Provide regular updates to program coordinators.
- **Advocacy and Equity:** Committed to advocating for equity and inclusion in the education field and assist learners with any barriers or discrimination they encounter.

## Qualifications:

- Bachelor's degree in Education, Counseling, Psychology, or related field (or pursuing such a degree).
- Passion for assisting adults in career transitions and a genuine interest in supporting their journey into education.
- Demonstrated ability to build positive relationships.
- Excellent interpersonal and communication skills, with an ability to connect and relate to diverse adult learners.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Familiarity with teaching certification processes, educational resources, and teaching methodologies.
- Previous experience in mentoring, career counseling, or working with adult learners is a plus.
- Priority given to candidates bilingual in English and Spanish or Somali

## Time Commitment:

- Navigator meets one-on-one with each Fellow at least every other week to assist with identifying academic and/or personal challenges and troubleshooting solutions; financial aid completion, as well as connect Fellows to tutoring and social services resources (average of 50] hours/Fellow each year) The position hours of availability will need flexibility to accommodate adult learners' schedules, which may include evenings and weekends. The number of hours will increase as the number of adult Fellows increases.

## Compensation:

- The starting hourly rate for this position is TBD.

## Application Process:

- Interested candidates should submit your application, resume, cover letter, and any relevant references to <https://www.isd761.org/careers> by October 25, 2023.
- Applications will be reviewed and candidates will be notified by the week of November 6, 2023.

Join us in empowering adult learners to embark on fulfilling careers in education. If you are dedicated to helping others achieve their professional aspirations and are passionate about the field of education, we invite you to apply for this meaningful role as a Navigator.