

## **TEACHERS LIKE ME**

### **Job Description**

**Job Title:** Recruiter & Retention Coordinator (RRC)  
**Salary:** \$65,000 - \$75,000  
**Reports to:** Trinity Davis, PhD., President & Founder

**PURPOSE OF JOB:** The primary goal is to meet recruitment and retention goals of Teachers Like Me (TLM) participants. The RRC assumes responsibility for recruiting collegians and teachers (participants). The RRC provides leadership essential to supporting participants' completion of teacher certification.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- coordinate professional development for participants
- analyze grades of participants
- provide opportunities for study sessions enabling participants to meet the 2.75 GPA goal
- develop a system for tracking and submitting participants' grades and GPA
- identify specific strategies and materials that provide culturally authentic experiences for participants
- serve as liaison and participate in professional education organizations at state, regional and national levels
- communicate with district and school contacts, and evaluators, as necessary
- create partnerships with selected universities
- collaborate with the TLM Public Relations Manager to communicate TLM work with stakeholders (monthly newsletter, reports, and social media postings, et cetera)
- willingness to travel
- create quarterly action plan to determine daily and monthly schedule
- attend monthly TLM Board meetings
- organize and provide tutoring and testing support for participants
- provide retention checks with participants
- schedule mandatory individual and group beginning and end-of-semester check-in meetings with participants
- screen prospective participants for entry into TLM, and
- fulfill other duties, as assigned

#### **REQUIRED QUALIFICATIONS**

- master's degree in education or related field
- experience and/or knowledge in staff recruitment and retention
- experience in facilitating professional development
- leadership experience, and
- interpersonal skills and sense of humor

#### **TERMS OF EMPLOYMENT**

Ninety-day (90-day) probationary period, followed by a year-to-year appointment

Benefits: retirement; health, dental and life insurance; paid time off