

Job Title

Teach & Inspire District Liaison - Mississippi (Part-time)

Do you want to help teachers make a difference in Mississippi schools?
Do you have the skills and experience to help new teachers prepare for the classroom?

ABCTE's Teach & Inspire Scholarship Program is searching for an enthusiastic and dedicated District Liaison. ABCTE is one of the largest national nonprofit organizations dedicated to recruiting and certifying new teachers for America's K-12 schools. The Teach & Inspire Scholarship Program works to recruit, certify, and support new teachers for high-need schools and subject areas.

As the part-time District Liaison for Mississippi, you will act as the primary agent for district relations throughout the state for ABCTE's Teach & Inspire Scholarship Program. This position's focus will be on maintaining close contact with partner districts, expanding efforts into new districts, and supporting current participants from certification to helping them secure teaching positions. You should enjoy networking, making presentations, and conducting workshops and be comfortable working remotely for a DC-based organization.

The position is essential to our mission of providing students in Mississippi's high-need areas with quality teachers who will use their life experience to affect student achievement.

Job Description

Essential Job Functions

- Build and maintain relationships with district HR representatives, superintendents, and principals
- Create district update report to be sent monthly to all HR in partner districts, and principals as necessary
- Manage up-to-date data on job availability (by subject area) in all partner districts
- Send monthly updates to participants regarding open positions, professional development, and other district opportunities
- Stay abreast of ongoing state and district certification requirements and communicate these to ABCTE staff
- Host seminars for program participants on topics such as: resume workshops, networking strategies, alumni talks, study strategies, and general participant coaching
- Act as primary contact for guiding participants and districts through classroom observation requirement
- Target and promote Teach & Inspire participants to districts for open positions
- Conduct outreach with school district superintendents/personnel to obtain additional partner districts for the Teach & Inspire program
- Submit weekly reports of progress

- Host training sessions with principals and district HR on ABCTE program/process
- Participate in quarterly in-person training at ABCTE offices in Washington, DC
- Maintain up-to-date knowledge of all program components and ABCTE resources
- Hold regular meetings with Teach & Inspire participants in order to: cultivate community with participants, assess overall experience and needs with ABCTE program, connect candidates with the appropriate ABCTE staff for assistance, connect candidates with school district contacts, follow up on required actions for participants, and answer program policy/procedure questions
- Conduct regular follow up, meetings, and phone outreach to district contacts in all partner districts

Other Job Functions

- Collaborate with ABCTE staff to track participant activity
- Respond to participant inquiries by email and by phone
- Attend conferences to network and increase program visibility
- Conduct outreach to local community based organizations to help aid program expansion
- Other job duties as assigned

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| Type of Job | Part Time |
| Job Location | Mississippi |
| Posting Date | 11/19/2009 |
| Expiration Date | 01/04/2010 |

Job Requirements

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| Degrees Wanted | Bachelors |
| Majors Wanted | Any Major |
| Job Targets Wanted | Any Job Target |
| Special Skills Wanted | |

- Work approximately 20 hours per week
 - Significant travel required throughout state
 - Bachelor’s degree
 - Ability to use Microsoft Office products
 - Strong writing and communication skills
- Other Job Requirements
- Outstanding presentation skills
 - Customer service experience
 - Highly motivated to see teachers succeed/mission-oriented
 - Ability to identify opportunities and creative problem solving
 - Highly organized with ability to multi-task and strong attention to detail

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 - Highly organized with ability to multi-task and strong attention to detail
 - Independent worker with strong attention to communicating, tracking, and reporting progress to program staff
 - Candidates with state education connections, previous teaching experience and mentoring/ developing resources for new teachers are preferred

Company Information

Company Name

American Board for Certification of Teacher Excellence

Employer Web Site

<http://www.abcte.org>

Company Description

The American Board for Certification of Teacher Excellence is a non-profit 501(c)(3) organization dedicated to increasing the number of highly qualified teachers available to schools around the country. Partially funded by a grant from the U.S. Department of Education, the American Board offers the Department of Teaching and Districtwide