

EDUCATOR/INSTRUCTIONAL COORDINATOR

National Hispanic Cultural Center Foundation

1701 4th Street; Albuquerque, NM 87102

The National Hispanic Cultural Center Foundation (NHCCF) is seeking an Educator/Instructional Coordinator for the History and Literary Arts (HLA) program at the National Hispanic Cultural Center.

This is a twelve month contract position funded by a CARES ACT grant from the National Endowment for the Arts. An extension of the position depends on funding available at the end of the initial year.

The [National Hispanic Cultural Center](#) is dedicated to the preservation, promotion, and advancement of Hispanic culture, arts, and humanities. The NHCC is a division of the State of New Mexico Department of Cultural Affairs and is further supported by the National Hispanic Cultural Center Foundation, a 501(c)(3) organization.

Full-Time/Contract

12 months

Salary: \$44,500 - \$47,500

DEADLINE TO APPLY: August 15, 2020, 11:59 pm

See application information, below

Description

The Educator/Instructional Coordinator will assist the History and Literary Arts (HLA) program at the National Hispanic Cultural Center (NHCC) in the development of instructional activities and materials and other educational content, outreach to K-12 educators, and incorporation of current technology to assist K-12 educators in developing curricula and teaching courses.

The History and Literary Arts program at the NHCC houses a library, archives, and special collections, features two to four exhibits a year, and presents a wide range of history and literary arts programs serving children, youth, adults, elders, and families. Learn more: <https://www.nhccnm.org/learn/nhcc-library-archive/>

Nature of Work

Educators/Instructional Coordinators at the NHCC play a large role in the dissemination of educational programming. They improve the quality of education in the K-12 classroom by co-creating curriculum with NHCC mission-consistent content. They develop activities and lesson plans and other curricula, select textbooks and other materials, train teachers, and assess educational programs for quality and adherence to regulations and standards. They also assist in implementing new technology in the classroom (physical and virtual), including that which is now required under state health regulations as a result of the COVID-19 pandemic.

At the primary and secondary school levels, the HLA Educator/Instructional Coordinator will specialize in history and literary arts content. She/He/They will research teaching methods and techniques and develop procedures to ensure that educators implement the curriculum successfully and meet program goals. To aid in their evaluation, the Educator/Instructional Coordinator may meet with members of educational committees and advisory groups to explore how curriculum materials relate to occupations and meet students' needs. The Educator/Instructional Coordinator may also develop questionnaires and interview teaching staff about the curriculum. He/She/They will research ways to use technology to enhance student learning and monitor the introduction of new technology into a school's curriculum. He/She/They might also recommend educational software such as interactive books and exercises designed to enhance student literacy and develop specialized skills.

The Educator/Instructional Coordinator for the HLA program reports directly to the program director and works with an HLA team which currently consists of two staff members, interns (including Americorps Vistas) and volunteers.

This is a twelve-month contract position funded by CARES ACT federal revenue via the National Endowment for the Arts. Employment beyond the one-year contract is not guaranteed. Under no circumstances shall the Educator/Instructional Coordinator be considered an employee or agent of the State of New Mexico. As an independent contractor, she/he/they will not receive any benefits such as insurance, paid vacation, or any other benefits received by NHCC state employees and/or NHCC Foundation employees. Contract pay will not be subject to withholding for taxes, F.I.C.A., or otherwise, and nothing in the contract burdens the NHCC or NHCC Foundation with the duties of an employer under any state worker's compensation laws, state or federal occupational health and safety laws, or any other state or federal laws.

Minimum Education and Experience for Full Performance

- Associate Degree in Education or related field and four (4) years of experience in teaching and working with lesson planning and curriculum design.

Recommended Education and Experience for Full Performance

- Bachelor's Degree in Education or related field and three (3) years of experience in teaching and working with lesson planning and curriculum design.
- Master's Degree in Education or related field and three (2) years of experience in teaching and working with lesson planning and curriculum design.

Knowledge and Skill Requirements

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.	English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Fluency: speaking, reading, and writing.
Active Listening - Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.	Instructing - Teaching others how to do something effectively. Implementing evaluation measures to receive constructive criticism.
Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes ways to inform and engage via written, oral, and visual media.	Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Complex Problem-Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Coordination - Adjusting in relation to others' actions.	Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.
Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	Spanish Language - Knowledge of the structure and content of the Spanish language including the meaning and spelling of words, rules of composition, and grammar. Fluency: speaking, reading, and writing.
Education and Training - Knowledge of principles and methods for curriculum and training design, teaching, and instruction for individuals and groups, and the measurement of training effects.	Speaking - Talking to others to convey information effectively.
	Writing - Communicating effectively in writing as appropriate for the needs of the audience.

APPLICATION INFORMATION

On or before August 15, 2020, 11:59 PM, applicants must submit the following documents via email to Valerie Martínez, Director of History and Literary Arts, National Hispanic Cultural Center, 1701 4th Street SW, Albuquerque, NM 87102; valerie.martinez@state.nm.us:

1. Cover Letter (2 pages max)
2. Resumé/Curriculum Vitae
3. Three professional references (name, title, organization/company, email, phone)

