

# Cotting Fellow



*The Cotting Fellow is a recent graduate with a Bachelor's in the field of education or special education who joins Cotting for a two-year teaching and learning experience. This individual will have a full-time teaching responsibility. This position includes participation in the Summer Programs immediately following each school fellowship year. This is an endowed position that welcomes one new Fellow annually to the school.*

## **BASIC ASSIGNMENT:**

- 1.** Instruct groups of students in assigned areas of academic work. Develop, modify and implement curriculum as required for assigned students. This assignment includes two full academic years and both of the ensuing summer terms.
- 2.** Provide for a classroom environment in which learning is an ongoing and positive experience.
- 3.** Maintain an individualized approach to each child's education, and implement goals as outlined in the Individual Education Plan.
- 4.** Develop educational goals and objectives which reflect accurately the realistic learning style and needs of each child assigned to a class.
- 5.** Maintain a professional level of knowledge and skill with regard to subject matter, teaching methods and the physical, emotional and educational needs of children assigned.
- 6.** Maintain an appropriate learning atmosphere within and outside of the classroom, and serve as a positive role model for all students in terms of manner, appearance, attitude and knowledge.
- 7.** Maintain professional growth through regular attendance at in-service session workshops, seminars, conferences and meetings.
- 8.** Participate in all staff meetings, service team meetings, IEP meetings, etc., as required.
- 9.** Work in collaboration with community constituents, including faculty and staff members, districts, and parents.
- 10.** Maintain and provide quarterly progress reports on each child as requested.
- 11.** Meet regularly with Fellowship mentor to discuss classroom issues, share knowledge and ideas.
- 12.** Respond on a timely basis to all administrative requests for materials, meetings, information and the like.
- 13.** This teacher will report directly to the Chief Academic Officer (or her designee) on a day-to-day basis as immediate supervisor and, ultimately, to the Executive Director.



### **ADDITIONAL ASSIGNMENTS:**

Share in those routine and necessary supervisory and other tasks normally associated at Cotting School with the duties of all teachers. Included among these tasks but not limited to these alone may be such matters as supervision of students while arriving and leaving school, supervision or feeding of student(s) during lunch or at other stated times as may be necessary, chaperoning two (2) student functions per year, assisting with personal care needs of students as necessary and the supervision of students in unstructured times in corridors, rest rooms or elsewhere. These and other such matters would normally be expected in the usual activities of a special education professional in a school/program such as Cotting School.

### **REQUIREMENTS:**

The teacher will adhere to all stated requirements as specified in the personnel handbook as appropriate and/or in the individual employee's contract. Such matters as hours of duty, attendance at approved conferences, procedures regarding substitute teachers and various other specific professional obligations would be among those delineated within the handbook.

### **COMPENSATION and BENEFITS:**

The offer will include the following elements:

- Salary of \$40,000 per year for the two-year fellowship, including summer program
- A \$30,000 scholarship towards a Master's degree in Special Education
- Access to the full Cotting School benefit program including: medical, dental, life, disability, retirement
- A Cotting mentor during the full two-year commitment

### **JOB SPECIFICATIONS/REQUIREMENTS:**

1. Bachelor's degree from accredited college or university in subject areas appropriate to the teaching assignment
2. Successful completion of the Cotting Fellowship Application process and full commitment to the two-year Fellowship Program
3. Certification by the State Department of Education as a teacher of students in an area appropriate to the teaching assignment
4. Must be certified by a physician to be in good health and specifically able to lift and/or position students in wheelchairs, standers and other equipment
5. First Aid/CPR certification
6. Criminal Offender Record Information (C.O.R.I.) background check and drug test

**For more information google "Cotting Fellowship"**