

Student Success Teacher– ACE Leadership High School

ACE Leadership High School

ACE Leadership High School is an Albuquerque public charter school that connects a renewed vision of learning with New Mexico industry. ACE Leadership High School is where education meets the real world. Our team approaches high school differently. We invest in every aspect of our students' lives to prepare them with the tools, support, and connections they need to thrive. We focus on practical projects instead of tests and partner with leaders in New Mexico's ACE industries to get everyone learning on their feet rather than cramped behind a desk. We all know the world of work is changing, and education should too. That's why we're building a better future together.

Position Description

The Student Success Teacher is an instructional support role focused on helping ACE students stay on track for graduation. This role primarily leads and supports systems that monitor student progress, coordinate interventions, and ensure students have clear pathways toward graduation. While this position includes some instructional responsibilities, including advisory and credit recovery, the primary focus is on systems, data, and student support. This role sits at the intersection of ACE's three pillars: Learning by Doing, Community Engagement, and Student Support, helping ensure that students receive the guidance and interventions needed to stay on track for graduation.

Core Responsibilities

- Own and maintain the school's graduation and credit tracking system
- Monitor student transcripts and credit accumulation
- Provide biweekly graduation updates to leadership aligned with grade reporting cycles
- Identify students who are off track and coordinate required interventions
- Facilitate intervention meetings with students and families
- Develop graduation plans for seniors and support off-track juniors
- In collaboration with the Graduation Team, develop graduation plans for first- and second-year students.
- Coordinate and co-facilitate credit recovery opportunities, including credit recovery, summer school, and winter school.
- Track completion of credit recovery and maintain accurate records
- Serve as an advisor to a group of students and support academic planning and family communication
- Work with the registrar on transcripts, scheduling, and graduation verification
- Utilize the Student Information System (SIS) to maintain accurate student data
- Coordinate testing logistics and makeup testing in collaboration with Testing Services
- Support graduation coordination with Community Engagement
- Facilitate staff meetings on graduation progress and student credit attainment
- Collaborate with student support teams to maintain and improve the Early Warning System

- Participate in CORE 90-Day Plan team and support schoolwide priorities
- Engage in ongoing professional learning and contribute to continuous improvement
- Support additional schoolwide priorities and student support needs as they arise, in alignment with the goals of the role and the school.
- Support general school operations and student supervision as needed

Required Qualifications

- Valid New Mexico teaching license or interim license
- Experience and ability to work with and understand the developmental nature of our young people with a focus on developing their assets
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- Strong professional skills including organization and accountability
- Strong communication and collaboration skills
- Ability to pass a background check
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Preferred Qualifications

- Special Education, Math Teaching License and/or TESOL Endorsement
- Knowledge and understanding of construction trades, project management, principles of architecture and/or engineering
- Experience with Project Based Learning, Performance Assessment and/or Mastery-based Assessment
- Experience working with English Language Learners
- Bilingual Spanish and/or ASL
- Strong relationship building with students and families
- Experience with Positive Youth Development and supporting the social and emotional needs of students

Job Type

Full-time position based on the ACE Leadership High School teacher salary schedule. This position includes extended contract responsibilities to support graduation systems and student scheduling.

Contract year 215 days.

Start Date:

How to Apply:

For consideration, applicant must submit the following materials directly to Justin Trager, Executive Director, at casey@aceleadership.org

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current licenses

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

At ACE Leadership HS, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.