

## **Educational Assistant/Educator Fellow Afternoon & Evening Program**

### **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 Educator Fellows is a program of the NM Public Education Department to create opportunities for those interested in becoming educators by providing resources to districts and state charter schools. The ultimate goal of the program is to create a workforce of highly trained and prepared teachers. Ed Fellows are required to enroll in a post secondary program up to one semester after the date of hire. Ed Fellows will be required to attend quarterly professional development provided by the program.

Our Evening Program serves older students 18-22 to earn their NM High School Diploma. This position will require the Ed Fellow to support learning afternoons in our day program as well as in the evening program.

Educational Assistants are primarily responsible for carrying out the mission of the school based on the following duties:

- Collaborate with Project Teachers to design authentic and engaging ACE industry focused projects through "project based learning" aligned to learning objectives/standards.
- Collaborate with special education and general education Project Teachers to provide inclusive instruction for students with learning disabilities and language acquisition needs.
- Collaborate with special education and general education Project Teachers to develop and implement a plan to modify curriculum and support students accessing that curriculum.
- Provide direct services by working as a classroom assistant to multiple grades and subjects as determined by the student needs on their Individual Educational Program (IEP).
- Provide direct services to students in small groups and on an individual basis as determined by Special Education Coordinator and general education teacher.
- Provide services to an individual student at all assigned times when in building, including being able to support him during a seizure and administering medication if and when it is needed.
- Facilitate the growth of a physically and emotionally safe school culture through daily activities during both project and advisory work.
- Communicate regularly with families, or surrogates, about students' progress, needs, etc. to ensure the highest level of support for students in and out of school including.

- Actively participate in ongoing professional development
- Collaborate with Project-based Literacy and Math Interventionists to support and implement core curriculum as well as academic interventions.
- Provide substitute teacher coverage for advisory, projects and electives as needed.
- Participate in the management of students during the time that they are out of class and on campus and complete other duties as assigned.
- Must enroll in a post secondary program up to one semester after the date of hire
- Attend quarterly professional development provided by the Ed Fellow program.

### **Required Qualifications**

- Valid New Mexico Educational Assistant license or able to obtain one before employment
- Experience and ability to work with and understand the developmental nature of our young people with a focus on developing their assets
- Experience with at-promise youth
- Ability to build authentic and meaningful relationships with students and families
- Strong communication and collaboration skills
- Ability to pass a background check

### **Preferred Qualifications**

- Experience serving special education students as an EA
- Knowledge and understanding of construction trades, project management, principles of architecture and/or engineering
- Experience working with English Language Learners
- Bilingual Spanish
- Experience with Positive Youth Development and supporting the social and emotional needs of students

**Job Type:** Full-time

Mondays - Thursdays 11:00 am - 7:15 pm

Fridays 8:00 am - 4:15 pm

**Anticipated Start Date:** July 15, 2024

**How to Apply:**

To ensure consideration, applicants must submit the following materials directly to [justin@aceleadership.org](mailto:justin@aceleadership.org):

- Letter of interest demonstrating qualifications and experience
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current licenses (if any)

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.*