

Substitute Teacher for Day 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:

At ACE, all staff are trusted professionals who are committed to their own growth and development and we invest in their learning through systematic and ongoing professional development. This full-time substitute/EA is needed to provide substitute coverage for advisories, projects, and electives. When not working with students this individual will provide programmatic support within and out of the classroom.

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

- Provide substitute teacher coverage for advisory, projects and electives as needed.
- Ability to follow lesson plans.
- Participate in administrative duties required in covering a classroom.
- Participate in the management of students during the time that they are out of class and on campus and complete other duties as assigned.
- An understanding and maintenance of FERPA
- Participate in IEPs when needed.
- Data entry and file maintenance.
- Participate in the management of students during the time that they are out of class and on campus and complete other duties as assigned.
- Ability to speak professionally over the phone.
- Ability to assess the needs of the day and be a team player.

Required Qualifications

- Valid New Mexico Substitute 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-risk youth
- Ability to build authentic and meaningful relationships with students and families

- Strong communication and collaboration skills
- Strong organizational skills
- Ability to show initiative and be flexible
- Ability to be flexible
- 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 - Fridays 8:00-4:15

Anticipated Start Date: As soon as possible

How to Apply:

To ensure consideration, applicants must submit the following materials directly to casey

- 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.