

EDUCATIONAL ASSISTANT



Reports to: Director of Operations

Duration: 11 months

Start Date: July 23, 2018

Our School

Altura Prep is a brand new school that seeks to create outstanding outcomes for students, while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by Public Education Commission in September of 2017 and will open in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades growing one grade level a year until we reach 5th grade in the 2021-22 school year.

Position Summary

The Educational Assistant position is a full time, support staff position. The Educational Assistant supports the Special Education team with implementing Individualized Education Plans and personalized instruction and behavioral support to ensure that students with special needs make meaningful progress. Educational Assistants are responsible for supporting designated students with special needs and for maintaining school-wide behavioral expectations and ensuring that all students are able to learn in a calm, focused, and orderly environment. The Educational Assistant reports to the Director of Academics and Instruction and/or the Student Supports Coordinator. All staff members are responsible for building strong and positive relationships with students, actively engaging with their colleagues, participating in school-wide events and celebrations and modeling the R.E.A.C.H. values.

Reasons you'll love working at Altura Prep:

- **Opportunity:** You get to contribute meaningfully to making sure that students are successful in classes each day
- **Support:** You will receive regular feedback from Director of Operations, and you will be part of a team focused on creating a great school environment for each student.
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

Reasons we'll love you:

- **Thoughtful:** You are considerate of others and ensure that each student receives proper nutrition in the proper environment
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families
- **Thorough:** You are detail oriented, and care about doing your job well

Educational Assistant Responsibilities:

- Support students and teachers daily in classrooms and common areas
- Provide scaffolding to help students meet individualized goals
- Maintain a calm, orderly environment in classrooms and common areas
- Hold high expectations for self, team, and students
- Provide additional support to students, teachers, and staff as required
- Report to Director of Academics and Instruction

Educational Assistant Qualifications:

Required

- Strong commitment to, belief in, and alignment with the vision and mission of the school.
- Associate's Degree or higher
- Educational Assistant License, or ability to secure license prior to July 1 of year of hire
 - If the educational assistant intends to apply for a waiver for this license, the individual must supply documentation of the waiver submission within 10 days of hire.

Preferred:

- Organized
- Demonstrated ability to form strong relationships with students
- Experience working with students and in schools

Compensation

- **Altura Prep** offers competitive pay.

Start Date

- **Altura Prep** staff will begin training and orientation on Monday July 23, 2018.

Apply Now: To apply, please send a cover letter and resume to careers@alturaprep.org and we will be in touch shortly.

Cover Letter Prompt: At this point in time in Albuquerque and across the nation, students' demographics and zip code determine their ability to access life-altering opportunities. Altura Preparatory School was founded to ensure that all students have access to an excellent education. Knowing this, why are you interested in joining the founding Altura Prep team? What in your experience, personally and professionally, has prepared you and given you the desire to join our team?

Commitment to Diversity: Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.