

STUDENT SUPPORT COORDINATOR 2020-2021 School Year



Reports to: Director of Academics

Duration: 11 months

Start Date: July 1, 2020

Our School

Altura Prep is a tuition-free, public charter 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 the Public Education Commission in September of 2017 and opened in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades. We are growing one grade level a year until we reach 5th grade in the 2021-22 school year.

Position Summary

The Student Support Coordinator (SSC) position is a part-time support position for the Altura Preparatory School Special Education Department. The SSC works closely with the Director of Operations and Special Education teachers to ensure that all students receive individualized academic support in documented areas of need. The SSC monitors student progress, supports the school's Response to Intervention process, coordinates student services from external providers, and supports **Altura Prep** Special Education Teachers to ensure all students are provided with meaningful growth through careful implementation of individualized programs. All **Altura Prep** staff are responsible for building strong and positive relationships with students and families, using data to tailor their instruction, and actively engaging with their colleagues. The SSC will receive embedded instructional coaching and development to continually increase effectiveness. Staff members are expected to participate in the school beyond classroom instruction by enthusiastically participating in school-wide events and activities, and modeling the school R.E.A.C.H. values.

This role has the potential to become a full time position in the 2021-22 school year, depending on student enrollment and needs.

Reasons you'll love working at Altura Prep:

- **Focus:** You get to focus on individualizing programs to meet students' needs more deeply, serving them in a variety of small and individualized settings.
- **Support:** You will receive ongoing collaborative opportunities to work with and learn from other members of the school leadership team, and to provide ongoing support to **Altura Prep** teachers and students.
- **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:

- **Ambitious:** You are ambitious on behalf of your students with a strong desire to continue your own professional growth
- **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 of your students
- **Strategic:** You are driven by data to make strategic decisions around instructional planning

- **Engaging:** You obsess about how to engage students and provide opportunities for students to grapple with challenging content

Student Support Coordinator Responsibilities

- Maintains high expectations for all students
- Work collaboratively as part of a team to ensure all students achieve strong academic and personal outcomes
- Support Special Education teachers and staff with monitoring student progress towards goals and adjusting course when necessary
- Support Director of Culture, Operations, and Compliance with coordinating services provided to students with IEPs and 504 plans.
- Maintain up-to-date records of student progress and areas of strength and needed support
- Participate actively and professionally in instructional coaching and observation/debrief practices
- Collaborate Director of Culture, Operations, and Compliance to ensure that students are receiving appropriate supports in order to make meaningful academic and personal progress.
- Reinforce school-wide procedures and expectations
- Communicate regularly with families (positive communication and areas for support) as part of the SAT or IEP process
- Supervise Educational Assistants to ensure students receive support in classrooms and common spaces when required.
- Actively participate in professional development sessions on Wednesdays to provide support to teachers when needed.
- Complete responsibilities in a timely manner as required by the school leadership team and meet all deadlines for deliverables
- Reports to the Director of Culture, Operations, and Compliance

Student Support Coordinator Qualifications:

Required:

- Strong commitment to, belief in, and alignment with mission and vision of the school.
- Level II or III Special Education License in New Mexico OR NM Administrative License with endorsement in Special Education
- Bachelor's Degree or higher
- 5+ years of classroom experience, preferably in Special Education and with English Language Learners
- Successful completion of background check

Preferred:

- Track record of student achievement success and coaching skills
- Systems thinker, organized

Compensation

- **Altura Prep** offers a competitive salary and comprehensive health benefits.

Start Date

- **Altura Prep** leadership team members will begin training and orientation on July 15, 2020.

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.