

Pagosa Peak Open School
Assistant Advisor
Position Description

Mission: Creating a community of empowered lifelong learners by providing a multi-age learning environment designed to foster confidence, high academic achievement & the joy of learning through meaningful work.

Duties & Responsibilities

The PPOS Assistant Advisor is responsible for supporting and teaming with the Lead Advisor in creating an innovative advisory learning environment that fosters confidence, high academic achievement, and the joy of learning through meaningful work.

Core Responsibilities include, but are not limited to:

- Contributes to the teaching of all appropriate Colorado elementary standards related to Reading, Language Arts, Science, Math, and Social Studies;
- Assess student learning needs and prepares lessons that reflect those learning needs;
- Utilizes a variety of constructivist teaching and learning strategies, such as project-based learning, inquiry and problem solving learning and place-based learning;
- Establishes and sustains individual, small group, and advisory culture to achieve an optimum learning climate;
- Communicates under the direction of Lead Advisor with parents through face-to-face, virtual, and advisory weekly newsletter;
- Evaluates student academic and social growth, prepares personal learning plans and updates them accordingly, and keeps appropriate records.
- Supports student care and communicate with guidance and special education team;
- Implements learning experiences utilizing time and resources in a coordinated manner with Lead Advisors;
- Provides small and large group interactive circles to build a strong advisory;

Staff Consultation

- Contributes to the educator collaborative that establishes a strong curriculum focus with shared purpose, and the cooperative sharing of resources and expertise to implement the PPOS vision.
- Demonstrates a willingness to innovate, learning from successes and mistakes in a supportive professional learning environment.
- Confers with appropriate staff regarding students with problems and/or special needs.

Student and Parent Orientation

- Provides new students with an orientation and information relative to school procedures, curriculum and extra-curricular opportunities.
- Participates in planning and implementing programs, which contribute to a smooth transition between multi-age advisories, which may include orientation programs for students and parents.
- Serves as a resource regarding the educational program and activities of the school.

Record Keeping

- Maintains records for assigned students in accordance with state and federal laws and regulations as well as PPOS policy.

Assessment

- Reviews and interprets results of assessment programs for assigned students and utilizes results for academic purposes.
- Contributes to the evaluation of current curriculum offerings.
- Assists in developing and implementing an evaluation plan for the educational program and utilizes results to determine strengths and areas in need of improvement.

School and Community Relations

- Strives to establish cooperative relations and makes a reasonable effort to communicate with parents when necessary and appropriate.
- Utilizes the resources of the community in developing and enhancing place-based projects.
- Cooperates and shares professionally with members of the staff.

Skills and Knowledge

- Demonstrates strong time management & organizational skills and the ability to prioritize effectively and complete work with little supervision within agreed timelines.
- Has the ability to establish and maintain effective working relationships with teachers, students, parents, the community, and staff.
- Possesses excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening)
- Has the ability to be at work consistently, to be on time, to follow instructions, to respond to management direction and to solicit feedback to improve performance.
- Has the ability to demonstrate flexible and creative management of disciplinary issues.

Qualifications

- Must hold a Bachelors or Master's degree;
- Colorado teaching credential preferred;
- An unwavering commitment to and belief in the vision/mission of Pagosa Peak Open School, including the PPOS place-based, project learning model;
- The ability to focus and thrive in a fast paced, entrepreneurial environment;
- The ability to work effectively in a team environment and the willingness and desire to support others in doing their best work; and
- An entrepreneurial spirit that reflects an openness to change, the willingness to problem-solve, and an interest in developing new ideas and programs.

Professionalism

- Collaborate with colleagues to continuously improve personal practice and student achievement, as well as the overall goals and mission of PPOS.
- Reflect critically upon teaching experience; identify areas for further professional development as part of a professional development plan that is linked to advisory work, school goals.
- Listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to update Professional Development Plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.