

## **Pagosa Peak Open School**

### **Lead Advisor**

#### **Position Description**

#### **Duties & Responsibilities**

The PPOS Lead Advisor is responsible for 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:**

- Teaches 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 frequently 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.
- Coordinate student care and communicate with guidance and special education team;
- Implements learning experiences utilizing time and resources in a coordinated manner with other 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.