

Pagosa Peak Open School
Assistant Advisor
Position Description

Duties and Responsibilities:

The PPOS Assistant Advisor is responsible for supporting and teaming with the Lead Advisor and following our mission to create a culture of innovative learning 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, Handwriting, Art and Social Studies.
- Assess student learning needs and prepares lessons that reflect those learning needs.
- Utilize a variety of constructivist teaching and learning strategies, such as problem solving, and place based learning.
- Establish and sustain small group literacy rotations of three groups with 15 minute rotations.
- Implements learning experiences utilizing time and resources such as Lively Letters Curriculum in Kindergarten to teach a 10 to 15 minute “mini lesson.”
- Provides small and large group interactive circles to model and build a strong advisory.
- Supervise and manage recess and lunch time.
- Support the Lead Advisor with high need students.
- Assist the Lead Advisor modeling, creating, and maintaining consistent structures and routines.

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 extracurricular opportunities.
- Serves as a resource regarding the educational program and activities of the school.

Skills and Knowledge:

- Demonstrates strong time management and 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:

- Bachelors or Masters degree preferred
- Colorado teaching credentials 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 and school goals.
- Listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Fulfill all outlined and related functions professionally, timely and thoroughly.