

Pagosa Peak Open School has an anticipated opening for an energetic, creative Lead Advisor (Lead Teacher) for our Project-Based, Place-Based school's multi-grade level classrooms. This opening is for the 2020-2021 School year beginning on August 1st, 2020.

Pagosa Peak Open School is a year-round school and the school year runs August – July. PPOS was authorized by the Archuleta School District in 2017 and is currently in its third year of operation, serving 105 students in grades K-6. Next school year we will add 7th grade. At full build-out, we plan to serve about 140 students, K-8. The school is centrally located in semi-rural Pagosa Springs, in a converted office building which we hope to purchase. Our Lead Advisors work in a collaborative professional environment to inspire students and parents to use innovative project-based learning educational methods and healthy lifestyles.

## **Pagosa Peak Open School Lead Advisor Position**

### **Description Duties & Responsibilities**

**The PPOS Lead Advisor is responsible for creating an innovative advisory (classroom) learning environment that supports PPOS's mission to create a community of empowered, lifelong learners by providing a multi-age learning environment designed to foster confidence, high academic achievement, and the joy of learning through original and meaningful work.**

#### **Core Responsibilities include, but are not limited to:**

- Appropriating Colorado State Standards related to Reading, Language Arts, Science, Math, and Social Studies through integrated projects that incorporate real-life learning, classroom engagement strategies, and student voice and choice.
- Assessing student learning needs and prepare lessons that reflect those learning needs;
- Utilizing a variety of constructivist teaching and learning strategies, such as project-based learning, inquiry and problem-solving as well as place-based learning;
- Establishing and sustaining individual, small group, and advisory culture to achieve an optimum learning climate;
- Communicating frequently with parents through face-to-face, virtual, and advisory weekly newsletters;
- Evaluating student academic and social growth, preparing personal learning plans and updating them accordingly, and keeping appropriate records.
- Coordinating student care and communicating with guidance and special education team;
- Implementing learning experiences utilizing time and resources in a coordinated manner with other advisors;
- Providing small and large group interactive circles to build a strong advisory.

### **Staff Consultation**

- Contribute 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.
- Demonstrate a willingness to innovate, learning from successes and mistakes in a supportive professional learning environment.
- Confer with appropriate staff regarding students with problems and/or special needs.

### **Student and Parent Orientation**

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

### **Record Keeping**

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

### **Assessment**

- Review and interpret results of assessment programs for assigned students and utilize results for academic purposes.
- Contribute to the evaluation of current curriculum offerings.
- Assist in developing and implementing an evaluation plan for the educational program and utilize results to determine strengths and areas in need of improvement.
- Strives to establish cooperative relations and makes a reasonable effort to communicate with parents when necessary and appropriate.
- Utilize the resources of the community in developing and enhancing place-based projects.
- Cooperate and share professionally with members of the staff.

### **Skills and Knowledge**

- Demonstrate 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-based 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 your professional development plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.

**Begin the application process by emailing the following documents to [areali@ppos.co](mailto:areali@ppos.co):**

- 1. Introductory Letter of Interest.**
- 2. Resumé including past and current employment information.**
- 3. Three letters of reference from people (non-relatives) who have knowledge of your qualifications for the position(s) you're interested in.**

Pagosa Peak Open School is an Equal Opportunity Employer (EOE). We do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on your application will not be used for any discriminatory purpose.