



# PAGOSA PEAK OPEN SCHOOL

Pagosa Peak Open School

ELA Advisor

**Position Description**

## **Duties & Responsibilities**

The PPOS ELA Advisor is responsible for creating an innovative literacy 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 Reading, Writing and Language Arts Standards;
- Assess student learning needs and prepares lessons that reflect those learning needs;
- Establishes and sustains individual, small group, and advisory culture to achieve an optimum learning climate;
- Communicates frequently with parents through face-to-face, email and over the phone;
- Evaluates student growth in literacy, prepares personal learning plans when needed, and keeps appropriate records of academic progress and behavior.
- Coordinate student care and guidance with the ESS director when applicable
- Facilitates 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 classroom expectations and curriculum
- Serves as a resource regarding the educational program and activities of the school.
- Be a direct communicator with parents, students and staff when necessary

## **Record Keeping**

- Maintains records for all students in the Infinite Campus gradebook relating to literacy, as well as 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.

**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; Grades 5-8 in literacy, reading instruction ideal
- An unwavering commitment to and belief in the vision/mission of Pagosa Peak Open School, including the PPOS place-based, project learning model and Restorative Practices;
- 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

**To apply, please send Emily Murphy a cover letter, resume, and three references to [emurphy@ppos.co](mailto:emurphy@ppos.co)**