



Educational Assistant

General & Special Education Classroom Support

Who We Are:

At Albuquerque Collegiate, we firmly believe that demographics do not determine destiny and that access to a truly excellent education is a civil right. We are working everyday to prove what is possible for our South Valley community and provide our scholars with a game-changing education. In the last year of available statewide testing, Albuquerque Collegiate scholars performed in the top 1% of elementary schools in New Mexico.

At Albuquerque Collegiate, we know highly supported educators are the number one predictor of student success. As such, we coach and invest in our educators so that they can help our scholars achieve at the highest levels. Are you ready to join our team of game-changers?

Who We're Looking For:

We are looking for high-capacity, energetic individuals, who share our belief about the unlimited power and potential of every child. Sound like you?

- A **steadfast believer**, committed to upholding and executing upon the ambitious mission of Albuquerque Collegiate
- A **determined problem-solver** who is eager to approach challenges and opportunities with thoughtful solutions
- A **no-nonsense nurturer** who knows that students will rise to the high expectations we set for them
- A **growth-minded thinker** who is open to feedback, coaching and constantly striving to improve their practice
- An **enthusiastic team-player** who motivates team members through positive collaboration toward a shared goal
- A **proactive communicator** who productively engages with students, families, coaches and teammates
- A **results-focused achiever**, with a "whatever it takes" mentality to deliver on our promise to provide all students with a game-changing educational experience

What You'll Do:

As an Educational Assistant you'll work in collaboration with Albuquerque Collegiate teachers to support students through one-on-one and small group student instruction. Educational Assistants are critical to ensuring strong academic results and positive behavioral outcomes for all scholars in all classrooms. Responsibilities include, but are not limited to:

- Assist General Education and Special Education teachers with delivery of standards-aligned lessons with appropriate accommodations and modifications per students' IEPs;
- Work with students as assigned, including students with sensory, cognitive, emotional and/or physical disabilities, on a one-to-one basis;
- Maintain school-wide systems, rules, consequences, and rewards with accommodations and modifications as directed by the General Education or Special Education teacher, according to students' IEP/504 Plans;
- Perform the duties required of the position, including confidentiality, personal organization and timely submission of all paperwork;
- Participate in operational duties, supporting with student behavior as needed;
- Participate in grade-level activities and school-wide functions;
- Communicate effectively and proactively with staff, students and families;
- Work to continuously improve effectiveness in all instructional practices, using school's teacher performance rubric as a guide;
- Participate in annual staff training;
- Additional responsibilities as assigned.

What You'll Receive

- School-wide professional development programming, including 2.5 weeks of staff training over the summer and weekly training sessions during the academic year
- Individualized observations and coaching debrief sessions to support professional growth
- Access to all school-provided curriculum and instructional materials, including daily lesson plans
- All classroom supplies and technology necessary to support teacher and student success, at no cost to you

Job Requirements

- Belief in the Albuquerque Collegiate mission and educational model;
- Strong communication, collaboration, and organizational skills;
- Receptiveness to feedback;
- Valid and clear background check.

Salary & Benefits

- We offer a competitive compensation package that is determined based on prior experience
- We participate in New Mexico Public Schools' retirement and benefits plan.

Deadline/How to Apply

- Apply by March 31, 2022 for priority consideration.
- Applicants **must** submit via the google form (link below) for application consideration

[APPLY NOW](#)

Albuquerque Collegiate Charter School is an equal opportunity employer. We seek applicants of diverse backgrounds and hire without regard to color, gender, religion, national origin, citizenship, disability, age, sexual orientation, or any other characteristic protected by law. Candidates are evaluated solely on their qualifications to perform the work required.