



**Dean of Scholars**  
Leadership Team

**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 teachers are the number one predictor of student success. As such, we coach and invest in our teachers 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 the Dean of Students you'll work with the school's Executive Director and leadership team to cultivate a positive, supportive school culture for all scholars. In this role, you will help lead the school's efforts to create a positive, structured, achievement-oriented, and joyful school culture. The DOS will report directly to the Executive Director and receive coaching from both the Executive Director and Director of Curriculum and Instruction. Responsibilities include, but are not limited to:

Student Culture

- Build positive relationships with students grounded in respect, enthusiasm, achievement, courage, hard work and self-determination through structured social-emotional learning;
- Teach and reinforce ACCS' school-wide behavior management systems;
- Ensure that behavioral expectations and school culture standards are met inside of the classroom, including supervision and support of behavior and culture during non-instructional times of the school day;
- Serve as the point person for student culture and discipline, including behavioral crisis intervention
- Maintain accurate student discipline records, documenting all conferences, suspensions, and phone calls;

### Teacher Coaching and Support

- Support teachers in holding all students to consistent, high behavioral expectations at all times;
- Act as a resource to teachers in their instructional practice, especially as it relates to issues of relationships with students, classroom management, and school culture;
- Lead staff efforts to ensure all students have excellent attendance and arrive at school on time;

### Parent and Family Engagement

- Develop and maintain communicative relationships with families, emphasizing families' roles as collaborators and accountability partners for their student's academic and behavioral performance, including attendance;
- Communicate regularly with families regarding student performance and academic achievement;
- Respond to family concerns promptly and effectively;
- Support staff in coordinating family meetings and special events;
- Lead student recruitment and enrollment efforts, as supported by the operations team;

### School Leadership:

- Collaborate with the leadership team to establish a positive, structure, achievement-oriented, and joyful school culture;
- Participate in regular leadership team meetings at the school;
- Lead and support staff trainings on culture during professional development days;
- Proactively circulate throughout classrooms and hallways during the day to gain valuable context on student behavior, support positive school culture, and maintain highly visible presence during school hours;
- Oversee and facilitate character development curriculum school-wide;
- Support and participate in daily school operation systems.

### **What You'll Receive:**

In the first year of the Dean of Scholars position, you will complete a fellowship focused on comprehensive school leadership as provided by a contracted expert, in collaboration with the school leadership team. The fellowship will include, but is not limited to;

- 3 days of intensive on-site onboarding, specific to school leadership;
- Weekly coaching sessions;
- Weekly work debriefs;
- Monthly training sessions;
- Access to additional professional development opportunities as available.

### **Your Qualifications**

- Alignment with Albuquerque Collegiate's mission and educational model;
- Track record of producing dramatic, demonstrable student achievement gains or comparable results;
- Ability to approach situations with resourcefulness and determination;
- Excellent communication skills;
- Spanish proficiency preferred, but not required;
- Minimum of a Bachelor's degree;
- Minimum of two years teaching experience in an urban public school setting preferred.

### **Salary & Benefits**

- We offer a competitive compensation package that is commensurate with responsibilities of the position and prior years experience.
  - The range for this role is \$70,000-\$80,000
- We participate in New Mexico Public Schools' retirement and benefits plan.



- All new employees are eligible for up to \$1000 to offset costs related to licensure and/or relocation expenses.

**Deadline/How to Apply**

- Apply by April 30, 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.*