

Educational Assistant Position Announcement

ACE Leadership High School

The mission of ACE Leadership High School is to prepare young people to have successful careers in the construction professions (Architecture, Construction & Engineering). Our goal is to be the best school in the United States at transitioning its graduates to postsecondary education, apprenticeship, and/or meaningful careers. ACE Leadership is a public-private partnership, and our relationship with the professions provides unparalleled opportunities for our students to have well paid and enriching careers.

Position Description:

At ACE, all staff are trusted professionals who are committed to their own growth and development and we invest in their learning through systematic and ongoing professional development. An Educational Assistant (EA) is needed to provide individual attention and support in a primarily inclusive setting for a student on a half day schedule. When not working with this individual student, the EA will work with multiple students supporting core instruction in projects and electives as well as providing student interventions.

Educational Assistants are primarily responsible for carrying out the mission of the school based on the following duties:

- Collaborate with Project Teachers to design authentic and engaging ACE industry focused projects through “project based learning” aligned to learning objectives/standards.
- Collaborate with special education and general education Project Teachers to provide inclusive instruction for students with learning disabilities and language acquisition needs.
- Collaborate with special education and general education Project Teachers to develop and implement a plan to modify curriculum and support students accessing that curriculum.
- Provide direct services by working as a classroom assistant to multiple grades and subjects as determined by the student needs on their Individual Educational Program (IEP).
- Provide direct services to students in small groups and on an individual basis as determined by Special Education Coordinator and general education teacher.
- Provide services to individual student at all assigned times when in building, including being able to support him during a seizure and administering medication if and when it is needed.
- Facilitate the growth of a physically and emotionally safe school culture through daily activities during both project and advisory work.
- Serve as a co-advisor to a group of students.
- Communicate regularly with families, or surrogates, about students’ progress, needs, etc. to ensure the highest level of support for students in and out of school including.
- Actively participate in ongoing professional development
- Collaborate with Project-based Reading Interventionist and support the organization and implementation of our reading intervention program.

- Provide morning, lunch and dismissal school supervision and substitute teacher coverage for advisory, projects and electives as needed.
- Participate in the management of students during the time that they are out of class and on campus and complete other duties as assigned.

Required Qualifications

- Valid New Mexico Educational Assistant license or able to obtain one before employment
- Experience and ability to work with and understand the developmental nature of our young people with a focus on developing their assets
- Experience with at-risk youth
- Ability to build authentic and meaningful relationships with students and families
- Strong communication and collaboration skills
- Ability to pass a background check

Preferred Qualifications

- Experience serving special education students as an EA
- Knowledge and understanding of construction trades, project management, principles of architecture and/or engineering
- Experience working with English Language Learners
- Bilingual Spanish and/or ASL
- Experience with Positive Youth Development and supporting the social and emotional needs of students

How to Apply:

To ensure consideration, applicants must submit the following materials directly to justin@aceleadership.org:

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current licenses

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

At ACE Leadership HS, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.