

**Amy Biehl High School
CLASSROOM TEACHER
JOB DESCRIPTION**

Amy Biehl High School (ABHS) prepares all students for post-secondary success and civic responsibility. Great teachers are indispensable in our efforts to realize this goal. Amy Biehl High School believes that with great teachers and a supportive environment ALL students can succeed, regardless of background and economic circumstances. Every ABHS student takes a minimum of two college courses at the University of New Mexico or Central New Mexico Community College while simultaneously engaging with adults in their community through service.

CONTRACT YEAR: Year round schedule, 205 days with 10 days of personal/sick leave

WORK DAY: 8:00 a.m. – 5:00 p.m.

Required Qualifications

1. Bachelor's Degree
2. New Mexico Secondary Teaching License
3. Endorsement in relevant content areas
4. Background check

Preferred Qualifications

1. New Mexico Special Education Teaching License
2. Additional New Mexico Endorsement that support enrichment and/or intervention (Reading, Physical Education, Information Technology, TESOL etc...)
3. Experience teaching at the high school level
4. Familiarity with college readiness academic expectations and curriculum
5. Knowledge of, or experience with, service learning
6. Experience with project based learning, backwards planning, public exhibitions
7. Strong oral and written communication skills
8. Strong collaboration skills
9. Spanish fluency

Teaching and Instructional Responsibilities

- design relevant, rigorous, and engaging learning lessons for respective classes that align with the mission of preparation for college and career
- design assessments that target specific learning outcomes and provide meaningful feedback to students for the purpose of increasing student learning
- provide “inclusive” instruction to accommodate for special education students or those with English Language development needs
- teach 4 core classes each semester, an advisory class, and one enrichment and/or academic support class
- design, create, and implement exhibitions in collaboration with appropriate colleagues
- operate classrooms that are open to visitors who wish to learn about the school
- attend IEP's as required and complete all necessary documentation
- keep grades up to date per the school's designated grade check periods, give progress reports to front office assigned dates

- manage a caseload of special education students (for SPED teachers only)
- call the office between 7:30 and 8:00 AM on sick days (submit emergency sub plans with the front office staff)
- ask for personal leave in writing to Office Manager (Executive Director) and communicate appropriately with the lead non-classroom staff for coverage
- maintain a grade book and submit grade book to office at end of year or when otherwise requested; ensure paper backup copy of electronic gradebook exists and is updated.
- provide substitute plans that include class schedule, seating chart and/or attendance list, emergency procedures, detailed sequence of activities and tasks, and appropriate classwork/homework with the Office Manager
- document curriculum content through UbDs and other planning tools
- take timely, daily attendance in all classes

Advising (See Advisor description)

- lead an Advisory cohort of students through the four year road to college and community at ABHS by assisting those students in their intellectual and social and emotional development, using the school's activities provided by school and advisory teams.
- facilitate the growth of a physically and emotionally safe school culture through activities in core content classrooms and Advisory

Collaboration & Innovation

- attending meetings such as content teams, staff meetings, grade level teams, advisory teams, community engagement and other relevant teams and satisfactorily fulfill assigned duties
- serve on a grade-level team, including attending meetings and helping to plan and facilitate integrated project days, fieldtrips, and other school events specific to grade-level
- actively participate in the RTI/SAT process for struggling students by contributing evidenced based analysis of performance, completing necessary documentations and implementing team developed interventions
- actively participate in regular, scheduled professional development to improve student performance, instructional practice and any whole school needs
- participate in regular professional development provided by the school to improve instructional practices with special education and ELL students
- participate in management of students during time that they are out of class and on campus, such as through assigned weekly and daily duties
- recommend and invite students for Saturday and Interim School, providing work and guidance for assignments to be completed
- communicate with student's advisors regarding absences, tardies, academic performance, behavior and successes
- collaborate with teams, colleagues, and/or supervisors regarding instructional challenges

Reflection and Growth

- draft and implement Professional Development Plans (PDPs) that are student focused and data based
- actively reflect on all aspects of professional practice by completing self reflections, conferencing with evaluators and participating in school wide professional development
- administer and analyze the results of student surveys
- implement instructional strategies recommended by evaluator

ABHS ADVISOR JOB DESCRIPTION

CONTRACT YEAR: same as teacher

- give appropriate announcements to advisees regarding school events, extracurricular activities, scholarships, summer programs, and other opportunities
- guide and support advisees through discipline process, including participating in the drafting of behavior contracts, arranging parent conferences as appropriate, communicating with other teachers/social workers, and working with Dean of School and/or Principal as appropriate
- refer advisees to school social workers or Dean of School and Student Life as appropriate, making sure to communicate with each respectively about the referral
- be present during all advisory periods, including satisfactorily conducting advisory activities
- create an action plan of improvement during conferences at each semester with advisees and parents that serves as the Personal Learning Plan (Next Step Plan)
- disseminate and help students understand standardized test scores
- serve as advocate to advisees, such as referring students for SAT or social work as appropriate, celebrating birthdays, and arranging and conducting advisory field trips
- arrange and chaperone service learning activities
- communicate regularly with parents
- share with families how to access Powerschool, ensure families and students know how to check grades and navigate the online gradebook
- check in individually with each advisee every two weeks to monitor academic standing
- explain high school credits, transcripts and ensure advisees understand graduation and assessment requirements
- maintain comprehensive files for students until they graduate
- support students in enrolling in appropriate credit recovery classes