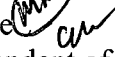


Replies must be received in the  
Office of Human Resources by  
4PM on May 23, 2018.

DATE: May 9, 2018

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Michael McLymore   
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – NFA West Teachers

The Superintendent invites qualified and interested persons to apply for the position of *Teacher-Secondary-NFA West Campus*.

The position of a NFA West teacher is a 4-year journey. Each teacher is responsible for 15 students within his or her advisory, facilitation of parent, student and mentor meetings, and for measuring the progress of each student as he or she goes through the year. The teacher is also responsible for the internship placement of each student in his or her advisory.

**Qualifications:**

- NYS Teaching Certificate in a Secondary content area; preference for dual certification.
- Basic knowledge of all teaching subjects and a specialty in one teaching area.
- Knowledge of NYS Common Core Standards for curriculum, assessment(NYS Regents), and instruction
- Willingness to work within a non-traditional school schedule and organizational structure that meet the needs of over-age and under-credited youth.
- Strong classroom management skills.
- Good communications and problem solving skills

**Job Goal:**

Under the direction of the administrator, and in conjunction with the staff, a NFA West teacher helps students learn to lead successful lives. In line with leading successful lives, the teacher's job is to create a learning plan that encompasses the student's passions and also stands as an educationally sound document. Finally, the NFA West teacher's job is to create a safe, trusting space in which students are allowed to grow and work through issues they encounter on a daily basis.

**Duties and Responsibilities:**

- The position of a NFA West teacher is a 4-year journey. Each teacher is responsible for 15 students within his or her advisory, facilitation of parent, student and mentor meetings, and for measuring the progress of each student as he or she goes through the year. The teacher will facilitate the internship placement of each student in his or her advisory.
- Fine-tune student learning plans four (4) times per year.
- Facilitate four (4) learning plan meetings, with each family or guardian, one learning plan per quarter.
- Strive to implement, by instruction and action, the Big Picture's philosophy of education.
- Celebrate student accomplishment and hold students accountable to standards of specific grade, advisory, campus, and school.
- Advocate for, and on behalf of, students and families.
- Forecast educational needs of each student

- Facilitate the internship for each student.
- Plan a program of instruction that is both challenging and that meets the individual needs, interests, and abilities of each advisee
- Monitor student LTIs through site-visits (bi-weekly), phone calls weekly, and mentor meetings monthly.
- Explicitly state each students' progress, educationally and socially, through quarterly narratives, phone calls to parents and weekly student meetings.
- Run at least two advisories meetings per day
- Facilitate additional educational/ health services for each advisee as needed.
- Attend weekly staff meetings, monthly retreats and yearly training sessions.
- Facilitate additional educational/ health services for each advisee as needed
- Mediate student conflict to the best of teacher's ability.
- Maintain accurate, complete, and factual records on each student as required by school and law
- Employ a variety of educational techniques in pursuit of educative goals and establishes clear objectives for each student.
- Work with school team on strategies for grade level, campus and team
- Encourage student learning outside of the school building via camping, museum trips and outdoor leadership excursions.
- Identify learning opportunities and internships for students
- Ensure that each student employs materials prescribed by the Big Picture School (learning plans, Super calendar, and journals)
- Make provisions for being available to students and parents for education-related purposes outside of the traditional proscribed times and days when required or requested to do so (within reason).
- Strive to improve professional competence.

**Interviews will be in phases:**

1. Initial interview
2. Site visit
3. Final interview

**Internal applicants:** please respond in writing: **ATTN: NFA West AND** include a current resume and your letter of interest on or before the closing date to:

Office of Human Resources  
124 Grand St., Newburgh, NY 12550 - OR FAX TO: 845-563-3468

**External applicants** must apply online at [www.olasjobs.org/mhv](http://www.olasjobs.org/mhv), under the posting name: "NFA West" on or before the closing date. If you do not have access to a computer, or need assistance in the application process, please notify the Office of Human Resources.

**PLEASE DO NOT EMAIL Mr. McLymore directly**

MM: cpm