

Jobs @ HLHS

Looking for a fun and exciting place to work? Love students? Like, really, REALLY love students? See the opportunities below to see if there's a place for you in our vision of education reform.

HLHS Board Approved Salary Schedule FY2018-19 PDF

Check out the opportunities below to see if there's a place for you in our vision of education reform. Submit letter of interest and resume to Blanca Lopez at: blanca@healthleadershiphighschool.org.

Job Description -- Director of Student Support

The Director of Student Support will report directly to the Executive Director.

The Director of Student Support organizes, manages and leads the social/emotional/wellness 360-degree support program at HLHS. This staff member is chiefly responsible for establishing a culture of care and concern at the school so that students can meet the high academic expectations of the school.

Specific Responsibilities:

1. Oversee the following programs:
 - a. Coordinate social and emotional support services provided by social workers,
 - b. Coordinate school advisory program (includes training of staff, curriculum support and student assignments and placement based on ELL, Special Education, or other specific needs of students),
 - c. Policy development & training for intervening with a potential Suicidal Student, Reporting Child Abuse & Neglect, Homeless Students, Crisis Response Protocols/Directives, Individual Student Safety Plan Protocols,
 - d. Update student behavior handbook policy review/development annually,
 - e. Enforce school's discipline system,
 - f. Sets general tone in cooperation, encouragement, and professional development through staff development opportunities (professional development and meetings)
 - g. Coordination of weekly "Rounds" assembly to increase school/student communication, information dissemination and culture building within the school,
 - h. Manages the attendance and truancy intervention initiatives of the school,
 - i. Oversees and contributes to programs dealing with dropout prevention
 - j. Manages delivery of social work services under Federal IDEA IEP at the school to ensure this related service is being met,
 - k. Oversee the Medicaid in the Schools Reimbursement Program,
 - l. Managing MOU's for community mental health partnerships,
 - m. Data collection of Family engagement initiatives – Día Familiar (Open House), Trimester Family meetings participation, etc.
 - n. Coordination of the Developmental Asset Profile data collection and reporting and use of this data to drive support programming for students.

2. Knowledge of Special Education Law, IDEA and understands and communicates how special education services support students in the least restrictive environment to student, families, teachers, and visitors.
3. Works closely with the Community Engagement Director & Curriculum Director to insure the three-pillar approach and model of the school works to meet the needs of students and guides their growth and development.
4. Facilitates Family meetings to address support needs and or issues with students and includes their Advisors as part of this process.
5. Has a strong working knowledge of community resources to support student and family needs as they arise to make appropriate referrals.
6. Facilitates the growth of a physically and emotionally safe school culture through daily activities and advisory. Coordinates coverage of Advisory upon teachers being absent.
7. Manage student supervision issues and assist in developing programs to promote positive student behavior as well as intervention strategies.
8. Communicate regularly with families, or surrogates, about students to ensure the highest level of support for students in and out of school.
9. In charge of hiring, managing and supervising school social workers to insure their job duties and responsibilities support the student support mission and initiatives.
10. Attends and monitors evening/weekend events
11. Performs other job duties as assigned.

Required Qualifications

1. Master's Degree in Education, Public School Administration, Business Administration or Social Work
2. New Mexico Public Education Administrators License
3. New Mexico Social Worker License, LICSW preferred
4. Five to seven years experience with high school age students

Preferred Qualifications

1. Knowledge and understanding of health professions and healthy lifestyle
2. Experience with inclusive education practices
3. Experience working with English Learners.
4. Strong organization and prioritization skills.

5. Strong collaboration skills
6. Spanish fluency