



POSITION ANNOUNCEMENT: PROJECT-BASED CAPSTONE INSTRUCTOR/ADVISOR

Health Leadership High School is a charter school designed to equip high school students interested in the health sector to become leaders in developing healthier communities. We are looking for committed instructors who are interested in teaching young learners through project-based learning to leverage community engagement and student support in learning. We value educators who are passionate, creative, and motivated to establish learning environments that meet students' needs and encourage success.

HEALTH LEADERSHIP HIGH SCHOOL MISSION STATEMENT

The mission of Health Leadership High School is to equip students who are interested in health with the skills they need to become leaders in developing healthier communities. Through experiential and project-based learning, our students develop as deep and complex thinkers to have a broad understanding of the determinants of improving healthier communities. Our mission is to take a holistic approach in supporting youth to have successful careers by caring for their intellectual, physical, and emotional well-being as students.

POSITION DESCRIPTION

This is a full-time position housed at the school campus. Capstone Instructor is tasked with both direct instruction through Senior and Junior Capstone and programmatic build-out and oversight. Capstone experience at HLHS entails a health sector-based curriculum to support individual passion projects. These passion projects require both individualized and group coaching, mentorship, guidance, and teaching. Capstone Instructor reports directly to the Director of Curriculum and Instruction. Capstone Instructor is chiefly responsible for carrying out the mission of the school based on the following duties:

- Direct practice teaching of Capstone project(s) which entails walking students through health sector knowledge in alignment with both traditional high school credits and HLHS's curricular framework.
- Development of a schoolwide Assessment Practice Guide for Senior & Junior Capstone for both internal (academic) assessment and external (public/community partner/industry) assessment to include rubric design and feedback tools.
- Providing programmatic updates, guidance on systems and practice, and sharing data related to Capstone work at HLHS with schoolwide staff, students, families, industry partners, Governing Council members, APS as an authorizer, the NM Public Education Department and other stakeholders as appropriate.

- Archiving of student Health sector learning to be later shared with public audiences and shared in the charter renewal process, site visits, and grant opportunities.
- Leading, coordinating, and facilitating public demonstrations of mastery learning for Capstone students both virtually and/or in-person two times throughout a semester. These Celebrations of Learning for both Senior and Junior Capstone experiences include ensuring student attendance/engagement, community partner engagement, and public event planning.
- Lead schoolwide professional development sessions for all staff specific to health sector learning outcomes, project-based learning, and Capstone program.
- Coaching and supporting students through the development and potential implementation of health knowledge acquisition in practicum or internships. (Currently X3 Internship)
- Along with Curriculum, Instruction & Assessment Director, represent HLHS in statewide Communities of Practice work/convenings regarding Capstones as a statewide graduation pathway.
- Serve Capstone students in HLHS various programs to include in-person, virtual and re-engagement programs. (Currently COVID clinics and Blood Pressure Screening during community events)
- Lead internal Health Sector Framework workgroup at HLHS to include weekly notes, deliverables, and outcomes and staffing the entire school (Professional Learning Community PLC's)
- Programming buildout of four-year student Capstone experience from entry to graduation leading up to Senior Capstone. (In collaboration with Transition Coach)
- Engaging Capstone students in the community and connecting students to community partners and resources.
- Oversight of graduation requirements for Seniors through incorporating credits in Capstone project and collaborative work with colleagues (Registrar and Director of Curriculum, Instruction and Assessment, Transition Coach and Project-Teachers) through the following practices: meeting requirements for HLHS internal Health Certifications, Senior Credit Check letters to families, internal Senior Credit Reviews, Next Step Plans, and Bilingual Seal options
- Along with all teaching and social work staff at HLHS, serve as an Advisor for a cohort of students to include being the point of contact for families of the Senior cohort.

REQUIRED QUALIFICATIONS

- Bachelor's degree or higher
- New Mexico secondary teaching license
- Ability to pass a background check

PREFERRED QUALIFICATIONS

- Experience supporting social /emotional needs of students
- Endorsements in multiple content areas
- TESOL
- Science and/or Math endorsement

- Modern and Classical language(s) endorsement
- Special Education License

HOW TO APPLY

For consideration, applicants must submit the following materials directly to Meg Tokunaga-Scanlon, Director of Curriculum Instruction and Assessment at:

Meg@healthleadershiphighschool.org

- Letter of interest demonstrating qualifications and experience
- Current resume or curriculum vitae
- 3 references – direct supervisors preferred
- Copies of current license(s)

All applicants will be screened based on qualifications and 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

** To ensure safety for all students, all staff members will be fingerprinted. Background checks will be conducted on all school staff prior to their service as employees At Health Leadership High School, we seek to embrace equity, diversity, and inclusion. We strive to have employees who have a deep commitment to supporting youth and the community as a whole. Health Leadership High School is proud to be an equal opportunity employer.*