

name: Advisory/Artifact Lead

Posting Start Date: 8/25/2024

Location: Lowell High School

Posting End Date: 9/8/2024

Positions Available: Five (5)

Overview:

Reports to: Head of School or designee, and collaborate with the LHS Standing Committee

Salary: \$3,600 per school year

Effective Date of Employment: 24/25 school year

Mission Statement for Advisory/Artifacts:

Our vision is to build trusting relationships with our students that fosters an equitable community of belonging, which honors students' strengths and identities, as they prepare for personal, career and college readiness. Our goal is for students to become lifelong learners and attain happy and successful futures.

Goal of the Position:

To provide consistent communication and expectations for advisory students and advisory teachers throughout the school community, in order to ensure a consistent, engaging, and productive student experience of advisory. Continue to support the artifact experience for Grade 9 and 10.

Qualifications:

- Experienced teacher with Advisory classroom
- Understanding of POG Artifact work
- Ability to multitask
- Strong interpersonal skills
- Demonstrated computer/technological skills (Google Classroom)
- Demonstrates cultural competency and awareness and a equity and social justice issues

Responsibilities:

- Must work 2-3 hours outside of school day each week
- Act as point of contact for Advisory teachers
- Connect Advisory teachers for teacher-teacher support
- Coordinate, facilitate and record meetings with Advisory/Artifact leads
- Organize and distribute monthly advisory calendar
- Collaborate with all LHS stakeholders to plan and deliver at least one quarterly that embrace and promote a positive and vibrant school culture
- Collect and report on feedback for Quarterly events

- Support artifact implementation process for Freshman Seminar and Grade 10 English
- Collaborate with Leads on creating the Artifact experience for SY 25-26 to reside in Advisory
- All other duties as assigned by the Head of School or Associate Head of School.

Salary: \$3,600 stipended position

Benefit: Standard Employee Benefit

Salary Range: Not Applicable