



New Mexico Academy for the Media Arts

4401 Central Ave. NE, Bldg. #2 Albuquerque, New Mexico 87108

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01 July 2021

MEMORANDUM

TO: Educators

FROM: Jonathan Dooley, Principal

RE: Job Description

Job Title: Educator

Reports to: Superintendent/ Principal

Major Responsibilities and Duties:

- The instructor shall present himself or herself for duty from 8:00 am – 4:00 pm daily, or as designated by the Principal.
- Instructors are required to make available lesson plans/ curriculum maps, and grades on a regular basis as designated by the Principal.
- Instructors are required to attend scheduled monthly staff meetings and
- Participate in a minimum of one academic committee and
- Two extra-curricular (non-academic) activities, such as an SGA/ NHS or PAC-sponsored event.
- Instructors are required to attend and document a minimum of two support staff training sessions which are offered monthly. Assurance form available.
- All instructors will supervise Lunch Duty as scheduled.
- All instructors will notify Principal of their tardiness or absence and obtain a Guest/ Substitute teacher prior to a full day absence.
- All instructors will attend one Curriculum Night in the fall and
- Two recruitment events in the spring during the school year.
- All teacher/advisors will attend every IEP meeting for their respective advisees,
- As well as conduct ILP parent-teacher conferences on the dates specified in the calendar.
- Further, all instructors are required to maintain consistency in adhering to MACCS' policies and procedures.
- As a non-traditional public school, expectations for full cooperation with the above are non-negotiable.
- Other duties as assigned

The New Mexico Academy for the Media Arts (f.k.a. Media Arts Collaborative Charter School) offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts. We prepare our graduates for positions in the media industries and for the rigor of post-secondary education.