POSITION ANNOUNCEMENT:
ENTREPRENEURIAL CAPSTONE COORDINATOR
Siembra Leadership High School is an APS start-up charter going into its 7th year of operation. Siembra is anchored in our three pillar model of learning consisting of project-based learning, student support and community engagement. Siembra’s school wide industry focus is entrepreneurship through economic development and social justice lenses. As Siembra continues to scale in growth of students, facilities, programming and staff we are strategically adding a Capstone Coordinator position to our staffing model. We are looking for an authentic, passionate, dynamic and inspiring professional who will demonstrate commitment to improving education and for students and families through direct practice and program development. We value creative and energetic professionals who have an enthusiastic approach to innovative education as it applies to self, colleagues and students.

Siembra’s Values:
Siembra is committed to making the community a better place by engaging young people in economic development and entrepreneurship. We view young people as assets and believe they are the key to economic development in Albuquerque. We are re-imaging what school looks like and see the institution as a vehicle for larger social change.

Position Description:
This is a full-time position housed at the school campus. Capstone Coordinator is tasked with both direct instruction through Senior and Junior Capstone and programmatic build out and oversight. Capstone experience at Siembra entails student launched businesses based on individual passion. These passion projects require both individualized and group coaching, mentorship, guidance and teaching. Capstone Coordinator reports directly to the Director of Community Engagement. Capstone Coordinator 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 starting a business in alignment with both traditional high school credits and Siembra’s entrepreneurial 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 Siembra 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 businesses and entrepreneurial learning to be later shared with public audiences and shared in charter renewal process, site visits and grant opportunities.
● Leading, coordinating and facilitating public demonstrations of mastery learning for Capstone students both virtually and 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 entrepreneurial framework, entrepreneurial learning outcomes, project-based learning, and Capstone program.
● Coaching and supporting students through development and potential implementation of a business plan through use of school wide software (at this time Growth Wheel).
● Along with Community Engagement Director, represent Siembra as a Color Theory member and attend/engage in monthly Color Theory work group convenings with local economic development and entrepreneurial partners in building an economic development infrastructure for underinvested community in Albuquerque.
● Along with Curriculum, Instruction & Assessment Director, represent Siembra in statewide Communities of Practice work/convenings regarding Capstones as a statewide graduation pathway.
● Assess for appropriateness and support students in establishing business ownership in the form of Limited Liability Corporations (LLC), Sole Proprietorships, Corporation, Partnership Business Structure or 501(c)3.
● Serve Capstone students in Siembra’s various programs to include: in-person, virtual and re-engagement programs.
● Engage in monthly Entrepreneurial Committee meetings, a sub-committee of Siembra’s Governing Council.
● Lead internal Entrepreneurial Framework work group at Siembra to include weekly notes, deliverables and outcomes and staffing the entire school in entrepreneurial curriculum and framework practice.
● Programming buildout of four year student Capstone experience from entry to graduation leading up to Senior Capstone.
● 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, Success Coaches and Project-Teachers) through the following practices: meeting requirements for Siembra’s internal Entrepreneurial Certification, Senior Credit Check letters to families three times per year, internal Senior Credit Reviews, and Next Step Plans.
Along with all teaching and social work staff at Siembra, serve as a Success Coach for a cohort of students to include being the point of contact for families of this cohort.

Option with this position to also service as a CNM Instructor for business/entrepreneurship courses with additional compensation.

**Required/Minimum Qualifications:**
- Bachelor’s degree from an accredited university or equivalent in business/entrepreneurship experience
- NM Public Education Department (NM PED) teaching license or ability/willingness to begin a teaching licensure program paid for by Siembra
- Ability to pass a background check
- Student-centered approach in engaging young people in entrepreneurship through business development and launch
- Affinity to disrupting traditional education systems, innovative practice and value of equity practice

**Preferred Qualifications:**
- Program development & systems building experience
- Experience in project-based learning, Senior Capstones and alternative demonstrations of mastery.
- Education or experience in entrepreneurship, business and/or economic development
- Bilingual/bicultural
- 3 – 5 years direct practice experience with youth

**Starting/entry pay for this position is as follows based 215 contract days per year:**
- Level I, BSW or equivalent business/entrepreneurial experience: $57,700
- Level II, LMSW or equivalent business/entrepreneurial experience: $66,188
- Level III, LCSW, doctoral degree or equivalent business/entrepreneurial experience: $80,056

**How to Apply:**
For consideration, applicant(s) must submit the following materials directly to Natalie Tavitas, Community Engagement Director at n.tavitas@siembraabq.org:
- Letter of interest demonstrating qualification and experience
- Personal statement of social justice in education
- Current curriculum vitae or resume
- Three professional references (direct supervisors preferred)
- Copies of current license(s), or business experience
Timing:
- January 2022: posting goes public
- March through April 2022: interviews
- July 1, 2022: start date for the 22 - 23 school year

All applicants will be screened based on desirable qualifications and relevant 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.

At Siembra Leadership High School, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. Siembra Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.