



NORTHPOINT
CHARTER SCHOOL

2025-2026 Full-time

High School Educational Assistant

Northpoint Charter School is a state-authorized charter high school in the NE heights established in 2001. We are seeking a full-time Educational Assistant for grades 9-12 in an inclusion model. Duties include:

- Academic support
- Monitor and enter attendance
- Communicate absences to parents
- Support students with an IEP in general ed classes
- Assist with IEP contact logs
- Supervise morning arrival/lunch/break periods
- Promote positive school culture and PBIS
- Redirect behavior as needed
- Strong technology skills, knowledge of PowerSchool, Edgenuity, and EA experience preferred.

Contract: 186 days; July 30, 2025 – May 22, 2026; hours are 7:30-3:30, Monday-Thursday; 8:00-2:00 on Friday

Salary: Competitive compensation package with full benefits available

Requirements: Valid **Level 3** NM Educational Assistant License; must pass background/fingerprint check

Application Process: Please send a current resume, proof of licensure, and a cover letter to Lisa Mora, Executive Director at lmora@northpointcharter.com

Northpoint Charter School
10301 Candelaria Rd NE
Albuquerque, NM 87112
505-296-7677

<https://www.northpointcharter.com/>