

## **STEM School Highlands Ranch Opening**

Position: Elementary Instructional Assistant - full time

Start Date: 20/21 School Year

Salary Range: \$14- \$15 per hour

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. Don't just read about our school; [See what we do](#) every day!

We believe:

1. We equip students to succeed in an exponentially changing world.
2. We leverage the power of collaboration.
3. We relentlessly reinvent and adapt.
4. We forge pathways of discovery through continuous inquiry and experimentation.
5. We nurture the unlimited human potential.
6. We ethically and positively impact the world.

What we expect:

At STEM School Highlands Ranch, we expect Instructional Assistants to be agile learners who deliver thoughtful curriculum that ensures unlimited student engagement.

What you can expect:

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

Position:

- STEM School is a K through 12<sup>th</sup> grade Charter School in the Douglas County School District located in Highlands Ranch, Colorado.
- As an Instructional Assistant, you will be expected to;
  - Support classroom management
  - Parallel and co-teach small group reading and math lessons
  - Monitor and deliver assessments to small groups of students
  - Provide support that promotes students' independence
  - Support students in organizational, study, and time management skills
  - Provide some clerical support as requested (copying, filing, etc)
  - Maintains some student records.
  - Collaborates and consults with the learning support services team.
  - Perform duties such as:
    - Monitor transitions in hallways

- Monitor and address student behaviors and clean-up in the cafeteria
- Various driveline duties (monitoring the safety of the students and parent vehicles)
- Other duties as assigned

Qualifications Required:

- High School Diploma or Equivalent and pass a criminal background evaluation.
- Maintain a commitment to students' learning. Deliver grade level appropriate lessons provided by the classroom teacher.
- Excel at organizational tasks that involve many people and variables. Thrive in a diverse, intellectually challenging, entrepreneurial environment.
- Responsiveness: Follow up and follow through with students and faculty members is essential. Knowledge and the ability to work with both Mac and PC, Google.

DIRECTIONS:

Submit cover letter, reference letters, and supporting documentation in email to [careers@stemk12.org](mailto:careers@stemk12.org). Include position title and last name in subject line of email.