

## **STEM School Highlands Ranch Opening**

Position: Middle School Educational Assistant - Full Time

Start Date: February 2021

Salary range: \$13-\$16/hour

STEM School Highlands Ranch is a Free Public Charter in Highlands Ranch, Colo., serving grades K-12 in the Douglas County School District. At STEM 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 unlimited human potential.
6. We ethically and positively impact the world.

### **What we expect:**

At STEM School Highlands Ranch, we expect teachers to be agile learners who design 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 Responsibilities:**

- Monitor Study Halls
- Classroom management
- Parent Communication as needed
- Attendance
- Provide support that promotes students' independence
- support students in organization, study skills, tutoring as needed.
- Provides clerical support as requested.
- Maintains some student records.
- Implements Response To Intervention as directed by RTI Team.
- Collaborates and consults with learning support services team.
- Perform administrative duties such as assisting in hall, cafeteria monitoring and support/clean-up, driveline duties.
- Other duties as assigned

**Qualifications Required:**

- High School Diploma or Equivalent, Pass a criminal background evaluation, Maintain a commitment to students' learning. 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, parents, and faculty members is essential. Knowledge of both Mac and PC, Google.

**Directions:**

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