

## **STEM School Highlands Ranch Opening**

Position: Secondary Educational Assistant (6-12) - Full Time

Start Date: August 2021

Salary range: \$13-\$16/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. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, Colo. 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
- Assist with classroom management
- Communicate with parents as needed
- Record and monitor attendance
- Provide support that promotes students' independence
- Support students in organization, study skills, tutoring as needed
- Provide clerical support as requested
- Maintain some student records
- Implement MTSS interventions and accommodations as directed by MTSS team
- Collaborate and consult with the 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:**

Please submit the following to [careers@stemk12.org](mailto:careers@stemk12.org) (include position title and last name in subject line of email);

Fill out this [Application](#). Note, you will need to download this application form, fill it in and save it locally to your computer, then return it via email with the following items:

- Cover Letter
- Resume
- Transcripts
- References