

STEM School Highlands Ranch Opening

Position: Post Graduate Assistant

Start Date: Immediately

Salary range: \$13-16 / per hour, 195 days, 40 hours/per week with a competitive benefits package.

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, CO. 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.

Essential Job Functions:

- Assist Counseling Department with on and off-campus Concurrent Enrollment, P-Tech, CareerWise and Career Discovery needs
- Organize and Coordinate parent information events and sessions in the areas listed above
- Collaborate with high school administration to develop school-wide programs that align with colleges, technical schools, and certification programs
- Manage compliance for student internship/apprenticeship contracts and timesheets per district guidelines
- Schedule students for CE, PTech, and Internships in Infinite Campus, provide students guidance when needed
- Work closely with our College and Career Counselor to assist with administrative needs
- Detail-oriented and able to effectively and compassionately communicate with teachers, students and parents; have a vested interest in helping students to achieve their post-graduate goals
- Maintain, support and champion a positive culture and climate
- Other duties as assigned

Qualifications:

- High school diploma or GED; college experience preferred
- College diploma increases the competitiveness of the application
- DCSD Registrar training will be required if hired

Directions:

Please submit the following to careers@stemk12.org (include position title and last name in the 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