

## **STEM School Highlands Ranch Opening**

Position: Secondary Education Assistant (Full Time- 185 days/year)

Start Date: Immediate availability

Salary range: \$13-\$16 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. 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. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

### **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.

### **Directions:**

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#). Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email [careers@stemk12.org](mailto:careers@stemk12.org).

### **Essential Job Functions:**

- 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.
- Provide clerical support as requested.

- Maintains some student records.
- Implements Response To Intervention as directed by RTI Team.
- Collaborates and consults 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
- Knowledge of both Mac and PC, Google.