

STEM School Highlands Ranch Opening

Position: Elementary Instructional Assistant - full time

Start Date: August, 2023

Salary range: \$17 per hour (starting)

Benefits: STEM School Highlands Ranch offers employee-paid health, dental, vision (available on the 1st of the following month), short-term, long-term disability, life, and ADD (available six months from hire date) insurance. Retirement benefits include PERA pension (substitute for social security) and 401K employee-only contribution managed through Colorado's PERA program. Other Benefits include FSA (medical and dependent care), Sick Time, PTO (based on years of service).

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!](#)

STEM School, Highlands Ranch is committed to providing equal opportunities to all people regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status or any other status protected by applicable law. We strive to maintain a work environment that is free from unlawful harassment and discrimination.

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.

Position Description:

The Elementary Instructional Assistant will work with Elementary-aged students to support teachers in the area of classroom management, parallel/co-teach small-group reading and math lessons and monitor and deliver assessments to small groups. Elementary Instructional Assistants are a vital part of the of each student's support system at STEM.

Position Requirements:

- 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
- 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.

Qualifications Required:

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