

STEM School Highlands Ranch Opening

Position: After-School Program Assistant - Part Time

Start Date: August 2023

Salary Range: Starting at \$17.50/hour

Benefits: STEM School Highlands Ranch offers part time employees paid sick leave. Part time staff participate in the PERA pension (substitute for social security).

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:

This role is responsible for elementary after school program support and management of STEM School's Secondary After School Care program for middle and high school students. Shift is 20 hours/week from 2:00 - 6:00 pm Monday through Friday, when students are at school; opportunities for additional hours may be available during non-student work days. Establish rapport with youth; provide guidance, role

modeling to students and direction for their leadership development, artistic skills, physical activity engagement and academic progress. Support Enrichment Coordinator with Enrichment program related tasks as assigned.

Position Requirements:

- Elementary After School Program Support Responsibilities: 2:00-3:00 PM
 - a. Daily data maintenance including updating rosters and after school pick-up management platforms.
 - b. Escort students to elementary programs and document attendance each program.
- Secondary After School Care Program Supervision: 3:00-6:00 PM
 - a. Supervise Secondary School After School Care Program students, track attendance, billing and manage parent communications.
 - b. Provide active supervision continually interacting with all students and providing motivation and encouragement.
 - c. Mandatory cleaning of the program area on a daily basis.
 - d. Ensure that program equipment is in good condition and instruct students in the proper use of the equipment.
 - e. Support students emotional and social development, encouraging understanding of others and positive self-concepts successfully.
 - f. Discipline students fairly, consistently, and only according to established policies and procedures. Plan and facilitate purposeful and engaging activities and group projects, as time permits.
- Additional Responsibilities:
 - a. Participate in training and staff development activities.
 - b. May participate in special programs and/or events.
 - c. May input program data into the database.
 - d. Complete training as required.
 - e. May be required to help out in multiple areas as needed.

Qualifications Required:

- Must possess a High School diploma or GED (or working towards).
- Must be passionate about working with kids, experience is a plus.
- Must be able to pass a level II background check and drug screen.
- CPR and First Aid Certifications (or obtained within the first three months of employment).
- Knowledge of working with Google Docs and Sheets or general understanding of spreadsheets.