

STEM School Highlands Ranch Opening

Position: High School Educational Assistant

Start Date: Immediately

Salary range: \$16.75 - \$24.99 USD Hourly (Full Time - 175 days/year) (DCSD CLS 08)

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:

High School Educational Assistants provide support to secondary teachers and staff with various tasks each and every day. EAs have a direct impact on students' experiences during the school day.

Position Responsibilities:

- Monitor Study Halls
- Assist with classroom management
- 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
- Oversee implementation of interventions to help students used by Instructional Assistants.
- Collaborate with teachers to determine student needs
- Lunchroom supervision - ensure safe and respectful lunchroom behavior
- Cleaning up lunch room (sweeping, wiping off tables between lunches)
- Work with the Student Support Team to plan and implement interventions
- Promote and enforce the STEM Character Values
- Refer injured or ill students to appropriate staff as required
- Other duties as assigned

Qualifications Required:

- Familiarity with core subjects taught in K12 school districts; basic instructional strategies and techniques; general understanding of student learning styles or modalities
- Communicate effectively with students and staff; establish and maintain cooperative working relationships
- Possesses strong communication skills, capable of engaging students in a clear, respectful, and supportive manner. This includes the ability to listen actively and provide feedback that encourages growth and learning
- Must possess the ability to be outside for approximately 45 minutes during both morning and afternoon sessions, regardless of weather conditions
- Ability to use Google suite programs: G-Mail, Sheets, Docs, Slides, Forms and Meets or willing to learn
- Knowledge of both Mac and PC

Essential Physical Requirements:

- Occasional lifting, five (5) to fifty (50) pounds
- Ability to stand/walk for ninety (90) minutes
- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting

Schedule:

- After school 7:15am - 3:45pm
- Day shift
- Monday to Friday

Work Location: In person