



STEM School Highlands Ranch Opening

Position: After-School Program Assistant

Start Date: July 2024

Salary Range: \$19.55 USD - \$29.66 USD Hourly (PT)

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 in Highlands Ranch, Colorado. 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 team members 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 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 25 hours/week from 12:30 - 5:30 pm Monday through Friday on student contact days; opportunities for additional hours may be available during non-student contact days.

Position Responsibilities:

- Elementary Enrichment Responsibilities: 12:30-3:00 PM
 - a. Build and update program rosters for reference, attendance and Pik My Kid updates; maintain archived weekly program attendance.
 - b. Parent communications regarding clubs starting and ending dates.
 - c. Coordinate with B.A.S.E and club leaders to assure students registered meet B.A.S.E teachers at designated locations.
 - d. Verify student attendance or absence by program..
 - e. Partner with Enrichment Coordinator for elementary programs support needs.
- 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. Oversee student study time and activity options that align with school policies.
 - c. Required cleaning of the program area on a daily basis.
 - d. Responsible for requesting and maintaining an inventory of optional engaging activities
 - e. Utilize restorative practices when issues between students arise.
 - f. Cultivate an environment of inclusion and respect among students and staff.
- Additional Responsibilities:
 - a. Participate in training and staff development activities, when possible.
 - b. Weekly check-ins with Enrichment Coordinator
 - c. May input program data into the database.
 - d. Stay up-to-date on district training.
 - e. Support Enrichment coordinator 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.

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, crawling, squatting, reaching, and sitting

Schedule:

- After school
- Day shift
- Monday to Friday



Work Location: In person

This position will be open until filled, but will not be open past: August 31, 2024