JOB ANNOUNCEMENT

CLASSROOM COORDINATOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the Site Manager, the Classroom Coordinator is responsible for creating and sustaining a safe and supportive learning environment for middle school students. Specifically, the Classroom Coordinator will provide academic assistance activities for a grade-specific classroom in Bresee's BAM after-school program with a vision to impact the academic skills and mindset of youth in the program.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

Safe and Supportive Environment

- Establish a vibrant classroom culture that develops the academic potential of students by setting clear expectations and reinforcing positive work habits
- Create a safe, accepting, and non-judgmental classroom community where students relate positively to each other, staff, interns, and volunteers
- Take proactive steps to correct student behavior using positive behavior management strategies
- Model exemplary leadership through meaningful relationship building that inspires and challenges students to achieve their full potential
- Set healthy, professional, and appropriate boundaries with youth while fostering a sense of belonging
- Provide effective supervision to ensure the safety of all students through proper incident reporting, awareness of staff-to-student ratio in all program areas, monitoring student interactions, and properly addressing behavior
- Promptly submit detailed incident reports to Site Manager

Active and Engaged Learning

- Provide high quality homework help to middle school students in a grade-specific classroom setting, managing a group of 20-24 students at a time
- Implement homework tracking tools and promote a growth mindset to develop on-task behavior and independent learning
- Use socio-emotional strategies to build healthy classroom communities
- Create activity plans and facilitate meaningful and collaborative enrichment activities
- Execute enrichment activities relevant to students' interests and that provide opportunities for leadership roles
- Coach students in homework habits that develop responsibility and commitment to their own education

Collaborative Partnerships

- Maintain close and clear communication regarding students with Site Manager
- Collaborate with team to plan creative enrichment activities and events
- Partner with Classroom Assistant to meet the academic needs of students
- Work with FSC Family Advocate to provide additional resources for students and families
- Engage with parents via supportive and positive interactions
- Meet monthly with FSC Family Advocates to discuss student progress and needs
- Collaborate with team members to provide feedback on programming and contribute to a positive team culture
- Support team members and work with internal departments to enhance program experience

Program Quality

- Model effective collection and use of data by submitting accurate rosters and data on time, and using data to reflect and make changes
- Be committed to program improvement. Classroom Coordinator must be able to both provide and receive constructive feedback related to program design and implementation
- Oversee and properly engage Classroom Assistant, and volunteers
- Contribute to a positive team environment through teamwork, initiative, and professional growth

WHO SHOULD APPLY:

Early-stage career professionals with a passion for youth development and educational attainment. Ideal candidates are enrolled in an accredited college or university with a career goal of working with youth or the education sector. Are bilingual and culturally competent in the issues facing low-income middle school students and are strong role models for the youth served by Bresee Academy for Middle School. Must be proactive and confident in their ability to make a meaningful contribution to the program and the lives of the young people it serves.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift, and carry objects. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

COMPENSATION: $23.45/hr.

WORKING LOCATION: In person.

HOURS AND BENEFITS: Non-Exempt. Part-time. 27-28 hours per week, Monday through Friday 1pm-6:30pm (some days beginning as early as 10am to align with school schedule), some weekends, excluding school holidays and vacation periods. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

TO APPLY: Submit a resume to jobs@bresee.org with the Subject Line: Classroom Coordinator. DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.