



JOB OPENING ANNOUNCEMENT: CLASSROOM ASSISTANT

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 Assistant works as a team player to provide academic assistance, enrichment activities and safety supervision in Bresee's afterschool program with a vision to impact the academic skills and mindset of youth in the program.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

Active and Engaged Learning

- Provide high quality homework help to middle school students in a grade-specific classroom setting
- Engage students in on-task behavior that develops independent learning through homework tracking tools and growth mindset
- Implement socio-emotional strategies that build healthy classroom communities
- Create lesson plans and facilitate meaningful and collaborative enrichment activities
- Execute Friday enrichment activities that are relevant to students' interests and provide opportunities for leadership roles

Safe and Supportive Environment

- Use positive and encouraging language that promote healthy behaviors and relationships and keep students focused on their academic goals
- Develop meaningful relationships with BAM youth that foster a sense of belonging while setting appropriate professional boundaries with youth
- Model positive behavior that demonstrates the behavior expected of youth
- 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

Collaboration

- Support Classroom Coordinator in classroom and behavior management by enforcing program expectations and implementing behavior management strategies
- Work collaboratively with Classroom Coordinator and Site Manager to identify students that may need additional support and/or resources
- Work with Classroom Coordinator to track student academic progress
- Partner with Classroom Coordinator and FSC Family Advocate to identify students in need of academic coaching
- Maintain close and clear communication regarding student safety, behavior, and successes with Site Manager

- Collaborate with BAM team members to provide feedback on programming and contribute to a positive team culture

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must have a high school diploma and enrolled in a bachelor's degree program in an accredited college or university.
- Be highly organized, with special attention to detail and accuracy.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must have strong verbal and written communication skills in English.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to exercise good judgment, discretion, and confidentiality.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

This position requires COVID-19 vaccination.

FLSA STATUS: Non-Exempt, Temporary, Part-Time

COMPENSATION: \$16.25/hr

HOURS AND BENEFITS: August 2021 through mid-June 2022, 20+ hrs./wk. Set times: 2PM – 6:30PM, Monday through Friday, excluding school holidays and vacation periods. Bresee provides generous PTO days that include sick pay, one-week Christmas break, paid birthday holiday, and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Classroom Assistant job opening.

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.