JOB ANNOUNCEMENT

CLASSROOM ASSISTANT

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships necessary 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 classroom setting
- Engage students in on-task behavior that develops independent learning through homework tracking tools and a growth mindset
- Implement socio-emotional strategies that build healthy classroom communities
- Create intentional activity plans and facilitate meaningful and collaborative enrichment activities
- Execute Tuesday Clubs and Fun 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 middle school 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 Coordinators in classroom and behavior management by enforcing program expectations and implementing behavior management strategies

- Work collaboratively with Classroom Coordinators and Site Manager to identify students that may need additional support and/or resources
- Work with Classroom Coordinators to track student academic progress
- Maintain close and clear communication regarding student safety, behavior, and successes with Site Manager
- Collaborate with team members to provide feedback on programming and contribute to a positive team culture
- Assist with other tasks and duties as requested

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. The job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

COMPENSATION: $21/hr.

WORKING LOCATION: In person.

HOURS: Non-exempt. Part-time, Seasonal. 25-27 hours per week. Set times during the school year: Monday/Tuesday/Wednesday/Friday 1:00pm-6:30pm, Thursday 2:00pm-6:30pm (some days starting at 12pm to align with school times), and some weekends, excluding school holidays and vacation periods. Summer hours are more flexible with earlier start times.

BENEFITS: Bresee provides generous PTO days, paid holidays, sick pay, paid birthday holidays and much more.

TO APPLY: Submit a resume to jobs@bresee.org with the Subject Line: Classroom Assistant.

Deadline to apply is December 6th.

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.