



## **JOB OPENING ANNOUNCEMENT: CLASSROOM COORDINATOR**

**Job Title:** Classroom Coordinator  
**Reports to:** Middle School Site Manager  
**Location:** Central Los Angeles  
**FLSA Status:** Part-Time, Seasonal Position: \$17.00/hr, 20+hrs/wk,  
(Mondays-Fridays), February-June 2021  
**Deadline to Apply:** January 15, 2021  
**Expected Start:** February 1, 2021

**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:** The essential job activities 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. Activities and responsibilities are subject to change based on LAUSD/BTB policy changes.

### **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 10-15 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 lesson 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 BAM 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

**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, high school interns, 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.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Part time, seasonal position: February through mid-June 2021, 20+ hours per week, Monday through Friday (Mon/Wed/Thur/Fri: 2pm-6:15pm, Tues: 1pm-6:15pm), excluding school holidays and vacation periods. Position has no benefits except those required by law.

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by January 15, 2021 with the Subject Line: Classroom Coordinator job opening.

*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.*