



JOB OPENING ANNOUNCEMENT: CLASSROOM ASSISTANT

Job Title: Classroom Assistant
Reports to: Middle School Program Director
Location: Central Los Angeles
FLSA Status: Part Time/Seasonal: \$16.00/hr, 17+hrs/wk, (Mondays-Fridays),
March-June 2020
Deadline to Apply: February 5, 2020
Expected Start: March 2, 2020

SUMMARY: Reporting to the Middle School Program Director, 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: 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.

Active and Engaged Learning (40%)

- 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 clubs
- Execute Friday enrichment activities that are relevant to students' interests and promote youth voice

Safe and Supportive Environment (30%)

- Use positive and encouraging language that promote healthy behaviors and relationships and keep students focused on their academic goals
- Develop meaningful relationships with Bresee 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
- Provide detailed incident reports to Middle School Program Director in a prompt and timely manner

Collaboration (30%)

- Support Classroom Manager in classroom management by enforcing program rules and expectations and implementing behavior management strategies
- Work collaboratively with Classroom Manager and Middle School Director to identify students that may need additional support and/or resources
- Partner with Classroom Manager and FSC Family Advocate to identify students in need of academic coaching
- Maintain close and clear communication regarding students with Middle School Director and BAM team
- Collaborate with BAM team members to provide feedback on programming and contribute to a positive team culture

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: March 2020 through mid-June 2020, 17+ hours per week, Monday through Friday (Mon/Wed/Fri: 2pm-6:30pm, Tues/Thur: 3pm-6:30pm, additional hours on LAUSD's shortened and minimum dismissal days), 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 by February 5, 2020 with the Subject Line: Classroom Assistant 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.