



Job Announcement

CLASSROOM COORDINATOR

Founded in 1982, Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. Bresee serves a densely populated mostly immigrant Los Angeles (LA) neighborhood where youth and their families face multiple systemic and individual barriers to achieving success; said social risk factors include poverty, linguistic isolation, and low educational attainment. Since its inception, Bresee has administered effective after-school youth development activities and has grown from a grassroots effort to a robust data-driven organization.

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. Our retention rate across the organization is 82%; Bresee's staff is composed of 34% program alumni, 80% are first-generation college graduates, and 52% have remained on staff for over 3 years. Bresee offers a positive organizational culture permitting all teams to thrive.

POSITION SUMMARY: Reporting to the Bresee Middle School Programs 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 for 15-20 students 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 Middle School Program Manager
- Active and Engaged Learning
 - Provide high quality homework help to middle school students in a grade-specific classroom setting, managing a group of 15-20 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 Middle School Program 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

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*.

HOURS AND BENEFITS: Non-Exempt, Temporary, Part time position; 20-25 hrs./wk. Set times: 1PM – 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. **Compensation:** \$17/hr.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org 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.