

Overall Responsibilities

Staff members at Renaissance Secondary facilitate experiences for students in service of the school's mission:

Through authentic, integrated learning experiences, Renaissance will empower students to become modern learners who are critical thinkers and problem solvers, communicators, collaborators, and creative innovators who contribute to the world around them.

Specific Responsibilities

Student and Teacher Support:

- Assist teachers with classroom assignments for the purpose of supporting teachers in the instructional process.
- Assist students, individually or in small groups, with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assist and maintain appropriate classroom management.
- Maintain instructional materials and/or manual and electronic files/ for the purpose of ensuring availability of items, and/or meeting mandated requirements.
- Monitor individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Administer minor first aid for the purpose of meeting immediate health care needs.
- Mediate student conflicts to ensure a safe educational environment.
- Perform general clerical tasks for the purpose of assisting teachers with instructional material.

Student Supervision:

- Report observations and incidents relating to specific students (e.g. accidents, fights, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative staff.
- Enforce the behavior expectations using the Behavior Incident Report when necessary.
- Monitor students throughout the day, confirming that students are in their scheduled location.
- Supervise in-person students during the lunch period.

General:

- Promote and maintain a positive and effective school culture by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful, and friendly.
- Perform other duties as assigned.



Position Description
Educational Assistant

Required Qualifications

Education and Certifications:

High School Diploma
First Aid Certification
CPR Certification

Preferred skills and work experience:

Experience in an educational environment.
Effective communication, organizational, and delegation skills.
Strong verbal communication skills.

Physical Demands:

Essential Physical Requirements:

- Occasional lifting of up to fifty (50) pounds.
- Ability to stand/walk for ninety (90) minutes
- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting

Schedule Details

Job Classifications: Non-Exempt
Full-time; 40 hours per week (1.0)
Approximately 173 contract days
Hourly Pay Range: \$16.53 - \$25.11

Interested applicants should apply at www.rensec.org/careers.