

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.

Education Assistant 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.

Technology Coordinator Responsibilities

Staff and Student Facing Technology:

- Maintain inventory for all technology assets, both in the storage room and in Libib
- Troubleshoot technology problems for RSS staff and students
- Serve as the liaison between technology consultant, Rilo Communications, DCSD, and RSS staff and students
- Manage the G-Suite as Administrator
- iPad management
- Support school wide software including Google Classroom and Adobe Creative Cloud Suite
- Prepare MacBooks and Window devices for new staff as needed for onboarding and offboarding
 - Epson iProjector Software
 - Printer Drivers
 - DocCam software
 - Threatspike
- Reset Chromebooks when returned
- Check out technology to both students and staff as needed

- Act as technology testing coordinator, ensuring technology is ready and available for testing needs
- Support and troubleshoot Redcat Voicelift technology devices, classroom projectors and firesticks
- Manage Chromebook, MacBook and Windows laptops repair with local vendors and Apple
- Manage all aspects of the large format printer, including ensuring proper maintenance, troubleshooting, and collaborating with staff and students to fulfill printing needs, offering guidance on file preparation and printing techniques
- Support school wide state standardized testing needs, including technology support

Website Content Maintenance:

- Update the RSS Compass Website, including up-to-date technology guides

Building Technology

- Maintain and update the door lock system given scheduled events
- Maintain a basic understanding of the bell system
- Provide camera footage review as necessary

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.

Required Qualifications

Education and Certifications:

High School Diploma, Bachelor's Degree Preferred

First Aid Certification

CPR Certification

Education:

Bachelor's Degree preferred

Preferred skills and work experience:

Leadership experience in an educational environment.

Effective communication, organizational, and delegation skills.

Strong written and verbal communication skills.

Proficient in Microsoft Office Suite, Google Docs, and Infinite Campus.

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, Classified

Full-time; 40 hours per week (1.0 FTE)

Approximately 210 contract days

Hourly Pay Range: \$17.80 - \$24.00

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