



Position Opening: Rise High Classroom Manager (multiple positions available)

Rise High is a Science, Technology, Engineering, and Math (STEM) exposure program serving under-resourced middle and high school students in the Schenectady community with the desired outcome of overcoming barriers to academic, personal and wellness development. Students explore a variety of technical topics taught by local professionals through hands-on learning, inspiring students to consider careers in STEM. We work closely with our partners and volunteers to develop content that inspires and challenges students. We are seeking several Classroom Managers to support classroom logistics and student engagement in the academic year.

Qualifications & Skills:

The ideal candidate will have or be pursuing a degree in a Education and have experience working with diverse populations or with middle and high school students along with the following attributes:

- A dedication to fostering a positive and effective learning environment.
- Confidence in interactions with students and adults in a classroom environment, on a field trip or in other educational settings and the ability to assume a leadership role if needed.
- Possess and exhibit culturally conscious approaches to working with students from diverse backgrounds and socioeconomic means.
- Strong personal and professional skills: timeliness, dependability, and the ability to communicate with a wide range of professionals from multiple sectors, while fostering and promoting Rise High's culture of respect, and healthy collaboration.

Responsibilities:

This role's primary area of responsibility is to help create and maintain a fun and safe learning environment (in-person or online) for Rise High students, mentors, and instructors. To do this successfully, it is important to understand Rise High's protocols and that the operational logistics may vary to meet the program and students' evolving needs.

The Classroom Manager is responsible for the following major areas:

Commitment

- Be able to commit to the position for at least a full semester. A full academic year commitment is preferred.
- Be available to attend any of the Schenectady-based hosting locations or accompany the assigned cohort on scheduled field trips. Field trip support likely requires riding the bus with students.

Engagement

- Assist in keeping the session on track and on time.



- Help students engage with the lesson and with each other. For example, this may include providing clarification to the students, assisting a group in getting started on an activity, facilitating use of technology, and/or reminding students of appropriate classroom behavior.
- Help coordinate adult-to-student support ratio for effective level of support. It may require focused support for fewer students.
- Immediately inform the Rise High staff of any concerns or needs, before, during and after the session.

Instructional Support

- Support instructors by assisting in classroom tasks such as set-up, use and cleanup of learning space, recording of attendance, sign in and out, etc.
- Help coordinate with staff and volunteers the timing logistics for breaks needed during sessions (e.g. bathroom breaks, morning snack, lunch).
- Provide input about the effectiveness of sessions to the Curriculum Lead.

Professional Expectations

- Confidential information about students, families, Rise High partners, or personnel is private and should not be discussed with anyone outside of Rise High Inc. Further, sensitive discussions must not be shared in areas where a conversation may be overheard.
- Foster healthy collaborations with our partners and volunteer through respectful interactions with all people.
- Understand and act according to Rise High's Letter of Values, Policies, and Protocols.
- Maintain a code of conduct and public engagement that represents Rise High in a respectful and professional manner, in public and private settings.
- Promote Rise High's vision and mission in the community.
- Be on time for each session.
- Be flexible and available to work with a different cohort of students if needed.
- Be able to provide own transportation to and from the program location (Mohonasen School District Campus) or a local Schenectady Middle School for bus pick up.

Compensation:

\$27.50 per hour for up to 4 hours of time each Saturday, roughly 20 Saturdays per academic year (\$110 per Saturday)

More information about Rise High can be found at <https://risehighstem.org>. Resume and Cover Letter can be sent to Gretchen Belanger at gbelanger@risehighstem.org. Contact Gretchen with questions at 518-225-7115.