



Middle School Educational Assistant Job Posting

Supervisor: Executive Director

Start Date: August 1, 2023

Term: Full-time (180 contact days)

Salary: \$18,000-26,000, plus benefits

Challenge to Excellence Charter School, a high performing, premiere STEAM school in Douglas County, is looking for a full-time **Middle School Educational Assistant** for the 2023-2024 school year. Challenge to Excellence is an academically advanced charter school that specializes in STEAM education. Our school runs an effective one to one device program.

Job Description: The successful candidate will be responsible for advancing the mission and vision of the school through:

- Coordinating and supervising small group testing for students
- Covering classes when needed
- Maintaining accurate and appropriate school records (attendance, etc.)
- Enforcing safety procedures
- Instructing students regarding a variety of classroom topics and courses of instruction
- Following lesson plans as required by school and teacher
- Providing supervision for students during class, lunch, recess, between classes, and on class outings or field trips
- Assisting with driveline, lunch, and recess duties
- Attending staff and team meetings and professional development opportunities
- Completing other duties as assigned

Qualifications:

- High School Diploma or equivalent
- Excellent communication skills (written and verbal)
- Must successfully pass reference checks and background checks
- Preferred: Bachelor's Degree
- Preferred: 1-3 year experience in Middle School
- Preferred: CPR/First Aid Certification

Application Instructions: Candidates must submit the following to be considered for an interview:

- Fill out [application](#)
- Email the following to careers@c2e.org
 - o Resume
 - o Cover letter
 - o Three letters of recommendation

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