

Job Announcement

Classroom Assistant

Summer Program – 2019

Scholars Unlimited



Scholars Unlimited 3401 Quebec St. Suite 5010, Denver, CO 80207 ● Phone: 303-355-0290 ● Fax 303-355-0883 ● www.scholarsunlimited.org

Scholars Unlimited is seeking youth with strong academic skills, who are friendly, self-motivated, and who enjoy working with children. Scholars Unlimited has six-week literacy program for elementary students who need who are approaching readers, needing additional support to become successful learners. Classroom assistant will work with young children both in small groups and individually, under teacher or paraprofessional supervision, concentrating on reading skills and/or helping with projects. Please note that the hiring process for Scholars Unlimited Classroom Assistants is very competitive.

Program dates and hours for classroom assistants are June 10th to July 19th, 8:15 to 11:45 (time may vary with the school), Monday through Friday. There will be mandatory training on June 6th and orientation and classroom set up on June 7th, 2019.

Job Requirements

Work with the classroom teachers and paraprofessionals to help students with reading and STEM projects	Provide guidance, encouragement and support
Provide a warm and welcoming atmosphere	Serve as responsible role model for students
Be actively engaged with the students at all times	Keep students positively engaged
Assist with classroom set-up and clean up	Adhere to all Scholars Unlimited policies as stated in the staff handbook
Allow for flexibility in order to support the team and program as needed	Other duties as assigned

Minimum Requirements

Must be at least 16 years old	Experience working with elementary school-age students a plus
Possess strong academic skills in reading and writing	Attendance at ALL training sessions
In good standing with Scholars Unlimited	Two letters of reference from teachers

Compensation

Classroom Assistants will be paid \$11.10 an hour for instruction and training.

Application Process

- To apply, visit the Scholars Unlimited website at www.scholarsunlimited.org to fill out an online application. A printed application is also available, email jagnew@scholarsunlimited.org or contact your school counselor.
- Scholars Unlimited will prescreen applications for interviews. After applications are reviewed, you may be invited to a group interview for a summer position.
- If selected to interview, please bring your reference 2 letters of reference, one from your English teacher and one another teacher to the interview or send them to Scholars Unlimited at: 3401 Quebec St., Suite 5010, Denver, CO 80207 (or fax: 303-355-0883).

Employment with Scholars Unlimited is on an “at-will” basis and is for no definite period and may regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause and without prior notice. Equally, employees are free to terminate their employment at any time for any reason.