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Hamilton Local School District
Ready Rangers After School STEM Program
Assistant Instructor Position

Position Title: Assistant Instructor

Hours: Monday – Thursday, 3:00PM – 5:30PM/ Up to 11 hours per week

Hourly Rate: \$25/hour

Type: Contractor - Part Time, Temporary

Location: Hamilton Local Elementary School, 745 Rathmell Road, Columbus, OH 43207

Application Deadline: Ongoing

Position Description:

The Ready Rangers After School STEM Program is a part of the Ohio Department of Education's *Summer and After School Learning Opportunities Grant*. Assistant Instructors for the Ready Rangers Program will engage in this STEM opportunity for PreK – 3rd grade students who are currently enrolled in the Hamilton Local School District. Instructors will be expected to help in the delivery of the program, communicate with the Main Instructor and district administrators about concerns regarding any program related matters, help to manage up to 25 students, and engage in professional development opportunities related to the STEM programming and content. The position is available through April of 2024. Assistant Instructors are expected to work during the program hours, Monday – Thursday starting at 3:00PM and ending at 5:30PM. The After School program runs during the Hamilton Local School Districts academic school year. Assistant Instructors should have experience with children in a formal and/or non-formal setting. Experience with children in the preschool through 3rd grade age range is desired. An associates or bachelor's degree in education is desired, but not required. Assistant Instructors must clear a BCI and FBI background check in order to obtain this position.

Position Responsibilities May Include:

- Participate in professional development with the PAST Foundation
- Help to implement fun and engaging developmentally appropriate activities in the areas of design thinking and STEM throughout each session of the program that are age/grade appropriate
- When applicable, assist the Main Instructor in work with community members to implement planned activities and provide classroom management during activity time.
- Lead and supervise small and large group activities.
- Serve as a positive role model for children in the program through appropriate dress, speech, attitude and courtesy.
- Assist the Instructor in maintaining accurate records of student attendance, and communicating absent students to the Site Coordinator or Assistant Site Coordinator.
- Work cooperatively and collaboratively with other instructors, interns, district staff, PAST staff, parents, and community members.
- Become adept with using distance learning technology (e.g. Zoom, Google Classroom, MS Teams).
- Create a safe, welcoming and inclusive environment for all children.

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- Follow all protocols put in place for Covid-19 safety.
- Communicate any space concerns or programs needs Main Site Coordinator.