



Math, Engineering, and Science Academy (MESA) Charter High School

School Aide Job Description

- Are you a **passionate**, and **talented team player**?
- Do you love working in **urban schools**?
- Are you looking for a high school culture that strikes the **perfect balance** of **structure** and **freedom**, where **academic rigor** drives all other aspects of school life, and where **positive reinforcement** for hard work and effort is the norm?
- Do you constantly strive to improve your craft through **professional development**, incorporation of data, and whatever other resources you can find?
- Do you thrive in the company of a team of **equally committed, driven, and gifted people**?

MESA Charter High School might be the right place for you!

Math, Engineering, and Science Academy (MESA) Charter High School is a new high school in Bushwick, Brooklyn. We opened our doors on August 19, 2013, and we now have 470 students in grades 9-12. We graduated our first class of seniors in June 2017 and our graduation rate is 92%. Our students come from more than forty different middle schools, including public, parochial, and charter schools. Some are advanced students coming from magnet schools; others are beginning English Language Learners. What they all have in common is a desire to succeed. MESA students come to school every day, ready to work—we have a 95% attendance rate and a 97% punctuality rate, both significantly higher than other high schools in our district! When it comes to regents pass rates, MESA outperforms its peers by a rate of 20-30%!

Some key aspects of MESA's design are:

- Smart teaching—MESA uses a **Standards-Based Grading** system, which makes data understandable and accessible. This enables teachers to create targeted, focused instruction, and **helps students understand and track their own progress**. MESA teachers love data (or at least aren't afraid of it!).
- Smart support—MESA teachers have a **minimum of rote administrative duties** in order to better focus on planning, instruction, and assessment. Teachers receive ongoing coaching and feedback. MESA is committed to collaboratively developing and growing its teachers. Dedicated time



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for professional development and collaborative planning is built into the calendar.

- Smart scheduling—MESA's **school day starts and ends later** than most DOE schools, as research indicates that a late start helps high-school students succeed.
- Smart culture—MESA provides students with a separate effort grade each week, which will lead to rewards for students. MESA also emphasizes **positive** reinforcement for student effort and performance. All MESA teachers lead an Advisory, and serve as Advisor to 10-13 students.
- Smart relationships—MESA believes that all parents want their children to succeed, and enlists them as partners through phone calls, workshops, and frequent contact. **More than 85% of MESA parents attended parent-teacher conferences**, a number generally unheard of in unscreened urban high schools
- Smart calendar—MESA's calendar has 187 days of instruction, as well as dedicated PD and grading days. MESA's calendar and earlier start allow for "Intersession," during which students receive enrichment, skill remediation, or Regents preparation.

The School Aide maintains safe and orderly hallways during the school day, and assists with the administration of the school and the maintenance of the school facilities. The School Aide is part of the Operations department and reports to the Director of Operations.

Specific Responsibilities

- Maintain school culture by supervising hallway traffic
- Maintain order and cleanliness in cafeteria during lunchtime
- Ensure safety of students during school arrival and dismissal
- Monitor student bathroom use
- Keeps hallways and public spaces clean by discouraging students from littering
- Assists with security duties, including escorting students throughout the building where needed (i.e. to/from security, to nurse's office).
- Periodically provides supplemental bathroom and classroom cleaning
- Distributes supplies, instructional materials, and mail
- Copies administrative and instructional materials, as required
- Runs errands off school grounds
- Assists administrators, teachers, guidance personnel and/or other school-based staff, as required
- Assists with all school related clerical tasks, e.g., the reporting of final grades
- Assists with attendance procedures, which may include attendance outreach
- Other duties as assigned by Director of Operations



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Qualifications: (1) Minimum High School Diploma or G.E.D. (2) Demonstrates and successful record of prior employment; (3) Tremendous patience, strong work-ethic, and a love of children; (4) Ability to remain calm if children are unruly; (5) Spanish-speaker a strong plus

Hours: Monday/Tues/Thurs/Fri, 8:00-5:00; Weds, 8:00-3:00.

Salary: Commensurate with experience, including medical, vision, and dental benefits. Employee 401K plan available (employer matching kicks in after first year).

To Apply: Please send cover letter and resume to Arthur Samuels, Executive Director, at info@mesacharter.org. Please note that due to the nature of the position and the volume of applicants, MESA will only be able to contact applicants who move to the next round of the process.