



Bettis Preparatory Leadership Academy

"Small school making a big impact because of you!"
69 Nicholson Drive, Trenton, SC 28980

STEM Lab Proctor

Job Description: Elementary STEM Lab Proctor

Position Title: Elementary STEM Lab Proctor

Location: Bettis Preparatory Leadership Academy

Reports To: STEM Lab Coordinator/School Principal

Employment Type: Part-Time/Full-Time

Salary Range: \$14,500- \$25,000

Position Overview:

The Elementary STEM Lab Proctor is responsible for supervising and assisting students in the STEM (Science, Technology, Engineering, and Mathematics) lab. This role involves facilitating hands-on learning experiences, managing lab equipment, and ensuring a safe and productive environment for young learners. The ideal candidate will have a strong interest in STEM education, enjoy working with children, and possess excellent organizational and communication skills.

Key Responsibilities: (Other duties as assigned by administrator)

-Supervision and Classroom Management:

- Oversee students during lab sessions, ensuring safety protocols are followed at all times.
- Maintain an organized and clean lab environment, setting up materials and equipment before sessions and assisting with clean-up afterward.
- Manage student behavior according to school policies, fostering a positive and inclusive learning atmosphere.

- Student Support:

- Assist students with STEM projects and experiments, guiding them through the steps and encouraging critical thinking and problem-solving.
- Provide support with the use of lab equipment, including computers, robotics kits, and other STEM-related tools.
- Help students understand complex STEM concepts by breaking them down into age-appropriate explanations and hands-on activities.

- Collaboration:

- Work closely with STEM teachers and the Lab Coordinator to align activities with the curriculum and classroom objectives.
- Communicate regularly with teachers about student progress, lab activities, and any challenges encountered during lab sessions.
- Participate in team meetings and professional development sessions focused on STEM education and lab management.

- Safety and Equipment Management:

- Ensure all lab equipment is used properly and maintained in good working condition.
- Implement safety procedures during experiments and activities, teaching students the importance of safety in the lab.
- Report any equipment malfunctions or safety hazards to the STEM Lab Coordinator promptly.

- Technology Use:

- Support students in using educational software, online resources, and digital tools related to STEM learning.
- Assist with troubleshooting basic technical issues that may arise during lab sessions.

Qualifications:

- High school diploma or equivalent; coursework or a degree in Education, Science, Technology, Engineering, Mathematics, or a related field is preferred.
- Experience working with elementary school students, particularly in a classroom, lab, or tutoring setting.
- Strong interest in STEM subjects and the ability to convey enthusiasm for these topics to young students.

- Excellent organizational, communication, and problem-solving skills.
- Ability to manage a classroom environment and maintain discipline.

Physical Requirements:

- Ability to stand, walk, and move around the lab for extended periods.
- Ability to lift and carry up to 25 pounds occasionally.
- Comfortable working with lab equipment and technology.

Working Conditions:

- This position typically works during school hours, with the possibility of occasional after-school hours as needed.
- The work environment is primarily indoors in a lab or classroom setting, but may require outdoor activities as well.

Application Process:

Interested candidates should submit a resume, cover letter, and references to Jessica Redd, jredd@bettisprep.org. Position is open until filled.

Bettis Preparatory Leadership Academy is an equal opportunity employer and encourages applications from individuals of all backgrounds.

