



Bettis Preparatory Leadership Academy

"Small school making a big impact because of you!"

69 Nicholson Drive, Trenton, SC 28980

Writing Lab Job Description

Job Description: Elementary Writing Lab Proctor

Position Title: Elementary Writing Lab Proctor

Location: Bettis Preparatory Leadership Academy

Reports To: Principal

Employment Type: Full-Time

Salary Range: \$15-\$17/hr.

Position Overview:

The Elementary Writing Lab Proctor is responsible for supervising students in the writing lab, providing guidance and support in their writing activities, and ensuring a productive and positive learning environment. This role requires a passion for working with young students, strong communication skills, and the ability to manage a classroom setting effectively.

Key Responsibilities:

Supervision and Classroom Management:

- Oversee students in the writing lab, ensuring a safe and organized environment conducive to learning.
- Manage student behavior in accordance with the school's policies and procedures.
- Assist in the setup and clean-up of the writing lab, including organizing materials and ensuring the space is ready for student use.

Student Support:

- Provide assistance to students with writing assignments, helping them understand instructions, brainstorm ideas, and organize their thoughts.
- Offer guidance on grammar, spelling, punctuation, and sentence structure to help students improve their writing skills.
- Encourage creativity and critical thinking in students' writing projects.

Collaboration:

- Work closely with cooperating teachers, literacy coach, and school administration to understand the writing curriculum and support classroom goals.
- Communicate regularly with cooperating teachers about student progress and any challenges faced in the writing lab.
- Participate in professional development opportunities to enhance skills and stay updated on educational best practices.

Assessment and Feedback:

- Assist in reviewing and providing constructive feedback on students' writing assignments.
- Help track student progress in writing skills and report any concerns or notable improvements to the literacy coach, cooperating teachers, or administration.

Technology Use:

- Support students in using any writing software or digital tools provided by the school.
- Troubleshoot basic technical issues related to the writing lab's equipment.

Qualifications:

- High school diploma or equivalent; a degree in Education, English, or a related field is preferred.
- Experience working with elementary school students, particularly in a classroom or tutoring setting.
- Strong written and verbal communication skills.
- Patience, creativity, and a passion for helping young students learn and grow.
- Ability to manage a classroom environment and maintain discipline.

Physical Requirements:

- Ability to stand, walk, and move around the writing lab for extended periods.
- Ability to lift and carry up to 20 pounds occasionally.

Working Conditions:

- This position typically works during school hours, but occasional after-school hours may be required.
- The work environment is primarily indoors in a classroom setting.

Application Process:

Interested candidates should submit a resume, cover letter, and references to Jessica Redd at jredd@bettisprep.org.

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

