Faribault High School RISE Program Assistant Position Description (CBWS)

Job Title: High School RISE Program Assistant  
Classification: Student Worker (non-exempt)  
Name and Address of Employer: RISE Faribault High School; 330 9th Ave SW; Faribault, MN 55021

Department/Office: Center for Community and Civic Engagement  
Address of where duties are performed: RISE (Realizing Individual Student Excellence); 330 9th Ave SW; Faribault, MN 55021  
Supervisor: Hanan Mohamed and Juanita Picazo  
Alternate Supervisor: Sarah Lee  
Rate of Pay: $11.50 for 2021-2022 academic year  
Dates this position is active: Academic Year 2021-2022: September 15, 2021- June 6, 2022

Need to be eligible for federal work-study or state work-study to work as a paid tutor. Contact Student Employment Services if you are unsure of your status.

Position overview including purpose of the position within the organization:

RISE is a student-centered program that strives to eliminate barriers to academic success and foster healthy learning. We are focused on serving students of color, low-income youth, and first-generation college students, but do not turn any students away. RISE provides tutoring, academic advising, and social-emotional resources for a successful high school experience and post graduation. The High School RISE Program Assistant would work with our RISE staff and students to provide academic support.

Essential Job Functions/Responsibilities/Duties:

- Learn how to navigate Faribault Public Schools student information system and learning management system, with training provided by RISE staff
- Show high school students how to utilize the system:
- Help students understand how to log in, check their school email, and complete all required assignments and quizzes
- Check student grades on a weekly basis, then update a google sheet that is shared with RISE staff
- Build positive relationships with participating High School students
- Follow up with participating students at least once per week, providing tutoring, academic support and other assistance as needed according to each individual’s progress.
- Provide academic support in the core (math, reading, science) and support for electives as
Communicate regularly with RISE staff regarding any students who are not making progress in their classes

**Additional Job Responsibilities:** (include hours of operation, shift length preferences, etc)
- Student must be able to work during school hours; morning and afternoon shifts M-F are available
- Student must obtain Campus Driver status

**Describe Supervision Received and Exercised:**
(eg: on-site training provided, evaluations, etc)
- On-site orientation and training will be provided by RISE staff

**Preferred Education/Experience/Skills:**
- Experience tutoring or serving as a Teacher’s Assistant is helpful but not required
- Basic computer skills are required
- Familiarity with google docs/sheets is a plus
- Expected to be comfortable working with high school students of diverse backgrounds
- Self-starter who can complete tasks each week in a timely and reliable manner

**Physical demands or Working Environment Requirements:**
(eg. Extended time sitting or light lifting required)
- Office/classroom environment can be expected
- Comfortable using a computer for 1-2 hours at a time

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Meet our qualifications and want to apply for the position? Please e-mail schumachera@carleton.edu.