**Company/Organization:**

ProYouth

**Location:**

Visalia, CA

**Position Title:**

STEM Clerk

**Job Summary:**

* Assist STEM team with meeting Common Core standards
* Assist STEM team with clerical support, staff coordinating, purchase orders, shopping and organizing supplies
* Be part of a high-performing team
* Assist STEM administration with communication to STEM Leaders

**Essential Functions:**

* Support and demonstrate commitment to the ProYouth vision and goals at all times
* STEM Clerk to support STEM Leaders and fill in as a substitute leader as needed
* Be a positive role model, and lead through mentoring and coaching students
* Link activities with positive youth development outcomes
* Focus on Common Core expectations by providing ongoing opportunities for student to work collaboratively, solve problems, make decisions and think critically
* Use positive discipline rather than punitive approaches
* STEM Clerk will research current STEM practices
* STEM Clerk will support STEM administrative staff by clerical support staff coordinating purchase orders for sites and shopping for supplies for each site
* STEM Clerk must be detailed oriented and have excellent communication skills
* Develop and maintain mutually supportive relationships with STEM team and coworkers within the ProYouth office
* Work closely with all colleagues to develop a high-performing team

**Minimum Qualifications:**

* High School diploma
* Satisfy TCOE Instructional Aide requirements
* Must be at least 18 years of age
* Must pass Department of Justice/FBI Live scan background check
* Must receive TB Clearance
* Possess valid California Driver License
* Provide proof of auto insurance
* Must be willing to work some weekends when staff development or other activities are scheduled

Link To Apply:

<https://www.edjoin.org/Home/JobPosting/1118750>

**Full/Part Time:**

Part-Time; 20 hours per week