Academic Proctor
Part Time Fall 2020
Start Date: Late August 2020

Lake Washington Girls Middle School (LWGMS), located in Seattle’s North Beacon Hill, is seeking academic proctors for our Supervised Work Center offered during the 2020-2021 school year. Knowing that we will be in hybrid or fully remote settings for most of the school year, we are offering a supervised work space for students to take their remote classes on campus from 9:00-3:00 on Mondays, Tuesdays, Thursdays, and Fridays. Shifts would be from 8:30a to noon or noon to 3:30p, totaling 14 hours a week. Hours may shift or increase as our needs change.

LWGMS serves 120 students in grades six through eight. Founded in 1998, the school has an innovative and holistic approach to educating adolescent girls—fostering academic excellence, creative confidence, positive risk-taking, and the development of individual talents. Academic core curriculum is enriched and stretched by a focus on performance and public speaking, an integrated arts program, a STEAM curriculum, an outdoor education program, and teaching for social justice. Social-emotional learning is essential and inherent in all that we do. Faculty and staff collaborate in developing, planning, and implementing programs, and our values of “Respect and Responsibility” infuse the school’s culture.

THE POSITION
The academic proctor is a part time, hourly position. The academic proctor reports to the Student Services Department.

Academic Mentors perform the following duties:

- provide supervision and fulfill duties for our Supervised Work Center; including taking attendance, answering student questions as appropriate, supervising lunch, tracking student drop-off and pick-up; troubleshooting student-tech problems as appropriate;
- manage any behavior challenges in a positive way and reach out to supervisor as needed for support;
- maintain orderly work spaces and student work, in compliance with the school’s procedures, guidelines, and policies;
- maintain a professional attitude in all manner of conduct with students, faculty, and parents, including a commitment to confidentiality;
- adhere to LWGMS and Two Schools COVID-19 health and safety protocols;
- and enforce students adhering to LWGMS and Two Schools COVID-19 health and safety protocols.

A successful candidate will hold the following qualifications:
• experience working with and/or teaching youth
• commitment to equity, justice, and inclusion as an important foundation for educating youth
• experience with and passion for working with middle school students
• detail-oriented and demonstrates the ability to follow written and oral instructions;
• demonstrates effective and appropriate communication with students, faculty, and staff, and parents;
• demonstrates the ability to cultivate relationships with students in a short period of time;
• exhibits confidence and capability in providing supervision
• available on short notice and on a regular basis
• available from 8:30am - 12:00 pm or 12:00pm - 3:30pm on Mondays, Tuesdays, Thursdays, and Fridays

COMPENSATION
Hourly rate; not eligible for benefits

APPLICATION PROCESS
Applicants should email a resume and cover letter that outlines their experience working in a youth-focused culturally responsive environment to Lake Washington Girls Middle School at hire@lwgms.org. No phone calls, please.

SCHOOL AT A GLANCE
• Located in Seattle’s North Beacon Hill neighborhood
• Founded in 1998 - the first girls middle school in the Pacific Northwest
• 120 students in grades 6-8
• Class size is approximately 19 students
• Office Hours: 8:00am - 4:00pm
• Approximately 28 Faculty/Staff, plus specialists and guest instructors
• 56% of students are people of color
• 40% of faculty/staff are people of color
• 25% of students receive tuition assistance
• Five interscholastic sports with a 85% participation rate
• Many student-led clubs and after-school classes
• Summer programs for girls in grades 4-11
• Member of NAIS, NCGS, NWAIS, and WFIS

*LWGMS uses the word “girls” to include anyone who identifies as or has been socialized as a girl.*