



Job Opportunity

Nevada City School of the Arts, a K-8 charter school in operation since 1994, is seeking highly qualified applicants for the following positions:

JOB TITLE: SUBSTITUTE INSTRUCTIONAL ASSISTANT

SCHEDULE: On-Call

WAGE: \$14.50

REPORTS TO: School Receptionist

SUMMARY: The job of Substitute Instructional Assistant is to work directly with general education teachers and assist the teacher to provide supervision and instruction along with monitoring students within a variety of school environments.

JOB DUTIES:

- Supports the school's academic program by assisting students where needed.
- Performs record keeping and basic clerical functions (copying, grading, etc.) to support teachers in maintaining student records and providing classroom materials.
- Monitors and supports individual students with projects assigned by the classroom teacher.
- Provides supervision of students during snack, recess, and lunch time for the purposes of providing a safe environment for the students.
- Monitors and supervises student behavior within a variety of school environments (e.g., classroom, playground, restrooms, and music/dance room) for the purpose of providing for the safety and welfare of the students.
- Inspects and monitors students' outside play environment for the purpose of assuring the safety of students and assisting in the maintenance of outside play equipment.
- Reports observations and incidents of student behavior requiring disciplinary measures to teachers or the School Director.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs conflict resolution using talk it outs, etc.
- Other duties as assigned
- Abide by NCSA policies and procedures

QUALIFICATIONS:

- High school diploma or equivalent required
- Minimum 2 years working with children, preferably in a school setting preferred

- Conflict resolution training a plus preferred

ADDITIONAL REQUIREMENTS:

- Fingerprint clearance prior to employment (NCSA bears cost)
- Negative TB test prior to employment and every four years thereafter (candidate bears cost if testing is necessary)
- Physical demands: Frequent sitting, walking, standing, conversing, listening, reading, writing, close visual work. Occasional lifting and carrying (maximum 40 lbs.) Infrequent pushing and pulling.

TO APPLY: Submit resume and cover letter to:

EMAIL: **employment@ncsota.org**

FAX: **530-273-1522**

MAIL: **Nevada City School of the Arts**
13032 Bitney Springs Rd, Bldg. 9
Nevada City, CA 95959
Attn: Recruitment Coordinator

DEADLINE TO APPLY: **Open Until Filled**