



NEVADA CITY SCHOOL OF THE ARTS

Job Opportunity

Nevada City School of the Arts (NCSOTA), a TK-8 charter school in operation since 1994, is seeking a dynamic, culturally aware, stimulating and highly qualified Instructional Assistant to join our team.

JOB TITLE: INSTRUCTIONAL ASSISTANT
SCHEDULE: 2022 - 23 School Year – Part-time
WAGE: \$15.50 - \$17.45¹ per hour, depending on experience
SUPERVISOR: Aide Supervisor/School Director

SUMMARY: The instructional assistant works directly with the general education teachers and assists the teachers to provide supervision and instruction along with monitoring students within a variety of school environments.

DUTIES AND RESPONSIBILITIES:

- **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.
- **Confers** with teachers, parents, and/or other school personnel for the purpose of assisting in evaluating student progress and the implementation of student objectives.
- **Participates** in Site Council and staff meetings as needed.
- **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.
- **Abide** by all personnel policies and procedures adopted by NCSOTA and the At-Will Agreement
- **Other** duties as assigned

WORKING CONDITIONS

Environment:

- Indoor/outdoor work environment
- Driving a vehicle to conduct work

¹ The pay range shown represents Levels 1 through 5 on the NCSOTA Classified Salary Schedule

Physical Demands (with or without reasonable accommodations):

- Occasional lifting and carrying (maximum 50 lbs.) Infrequent pushing and pulling
- Dexterity of hands and fingers to operate a computer
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information

EDUCATION, EXPERIENCE, LICENSURE

- High school diploma or equivalent required
- Minimum 2 years working with children, preferably in a school setting
- Conflict resolution training a plus

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Fingerprint and Background clearance
- Valid Tuberculosis clearance and every four years thereafter
- CPR/First Aid Certification within 45 days of employment and every two years thereafter
- Completion of mandatory training (video & in-person) within 6 weeks of employment and every year thereafter.

EQUAL OPPORTUNITY EMPLOYER

NCSOTA is an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

Supervisor: School Director

FLSA Status: Non-Exempt

Employee Group: Classified

Employment Status: Part-Time, Permanent

TO APPLY:

Submit resume, cover letter, & minimum three (3) letters of recommendation to:

Nevada City School of the Arts
Attn: Business Office
13032 Bitney Springs Road
Nevada City, CA 95959

FAX: 530-273-1522

EMAIL: employment@ncsota.org

DEADLINE TO APPLY

Open Until Filled