



# 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.*

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**JOB TITLE:** INSTRUCTIONAL ASSISTANT  
**SCHEDULE:** 2023-24 School Year – Part-time  
**WAGE:** \$15.50 - \$17.45 per hour, depending on experience

**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

### 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:** Aid 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](mailto:employment@ncsota.org)**

**DEADLINE TO APPLY      Open Until Filled**