

JOB DESCRIPTION
Novato Charter School
Kindergarten Assistant

Overview

The Novato Charter School (NCS) Kindergarten Assistants report directly to the NCS Director and work under the daily supervision of the Kindergarten Teacher. The Kindergarten Assistants help to educate students in an environment and manner that nurtures and guides them, with consideration for the needs of each individual child and the class as a whole. The Kindergarten Assistants shall work as much as possible from the indications of Waldorf philosophy and integrate Waldorf methods with other current best educational practices. The Kindergarten Assistant's main focus is to help the lead Kindergarten teacher meet the educational needs of students and provide appropriate instruction as prescribed by California State Standards.

Position Essentials

Collegiality

The Kindergarten Assistants work to foster healthy and supportive relationships with all colleagues by working cooperatively with other faculty, assistants, subject teachers, special services staff, office staff and the NCS Director. The Kindergarten Assistant may participate in weekly faculty meetings and take part in faculty committees although is not required to do so; s/he should share knowledge and experience with other faculty members for the betterment of all; work to create a cohesive educational program for the school; welcome on-going communication and mutual support; ask for assistance or support when needed; participate in mentoring by their supervising teacher; and engage in on-going self-assessment.

Kindergarten Teacher will share the daily/weekly rhythms, preview activities, festivals and other special occasions, and instruct assistant in ways to support classroom activities. The assistant's primary role is to support the teacher and the children in the way the lead teacher determines.

Confidentiality

The nature of working in the education field sometimes entails the knowledge of confidential school, family, or personnel information. In these areas the employee represents SICS and is expected to make a positive impression with favorable impact for the school and to protect the legal status of the school.

Accountabilities

The Kindergarten Assistant works under the direction of the Kindergarten Teacher to which s/he is assigned. The Kindergarten Teacher is the point of contact for parental questions and concerns. S/he is directly accountable to the NCS Director and indirectly accountable to the Novato Charter School Board. Kindergarten Assistants are expected to uphold school policies and procedures; adhere to the educational objectives and guidelines as stated in the NCS Charter and any subsequently approved amendments; and any laws/regulations that pertain to schools and the teaching profession.

In case of any absence from work, all employees are required to notify the Kindergarten Teacher, the Office Manager and the Director.

Job Duties

The Kindergarten Assistant works prescribed hours and/or periods each week, with some additional duties as described below. S/he is expected to interact with children, parents, colleagues, and public safety personnel in a professional and diplomatic manner and always consider what is in the best interest of the children and the school. The position may also involve supporting subject teachers who work in the kindergarten classroom such as Spanish.

When school is in session:

It is expected that the Assistant's classroom hours are 8:00am to 1pm, Mon - Fri during the school year.

Outside of school hours:

Kindergarten Assistants are not required to attend faculty meetings or parent conferences unless they wish to do so and the lead teacher feels it is appropriate. They are not compensated for this time should they wish to attend these events.

Times when the Kindergarten Assistant is expected to be present outside of the school week/day are:

- Weekly Meetings - Assistant and Teachers will meet weekly to review, evaluate the Kindergarten program
- Parent Evenings – attend 3-4 per year
- Winter Spiral Ceremony – attend and help lead teacher at event, but not expected to set up for or clean up after this event
- Kindergarten Orientation – evening event at school, total time assisting with this event should not exceed 3 hours
- Back to school and end of year “clean up” duties - total time assisting in on site set up before school begins in August and after school ends in June should not exceed 20 hours,
- Back to School Night – attend, but not set up or clean up at this event
- Little Visit – held Friday before school begins, 2 hours
- Mandatory Training – attend mandatory trainings as necessary

Job Requirements

Education and Experience:

Appropriate educational background and skills to complete the task required. Assistant will follow other basic requirements as described in the School's *Employee Handbook*, such as proof of a current tb test, fingerprinting and first aid certification.

Knowledge of:

Current best educational practices, Waldorf methods educational philosophy, California State Standards for Kindergarten, Waldorf teaching methods, classroom management strategies, positive discipline techniques, child development theories, student assessment principles, curriculum development strategies, and effective curriculum evaluation.

Willingness to:

Be flexible; work in an atmosphere of unpredictability and challenge; examine one's own knowledge and seek out opportunities for professional development; function as a member of a professional team; and function as a role model for children and parents.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- TB clearance

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Bending, crouching, kneeling and stooping to reach materials.
- Reaching overhead and horizontally to retrieve and store files and supplies.

Please send your resume, cover letter and 3 reference letters (with contact information) to Nikki Lloyd, Executive Director, nlloyd@nUSD.org