

# N.E.W. Academy Canoga Park

## Elementary Charter School



A Place of Possibility • Un lugar de posibilidad

21425 Cohasset St. Canoga Park, CA 91303 Ph: (818) 710-2640 Fax: (818) 710-2654

### Instructional Assistant/Yard Supervisor Job Description

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#### **School Profile:**

N.E.W. Academy Canoga Park is a Transitional K / K-5 independent charter school, which emphasizes art and science. One of the school's four core values, Doing Extra Makes a Difference, is seen throughout the year through efforts of the teachers and the parents to create a more meaningful experience for all Dolphins. Teachers go out of their way to assist students and have created optional clubs to add an extra layer of fun to NACP. Clubs include Cooking Club, Dancing Dolphins Club, Drama Club, Student Council, and Band. A resource service provider, speech therapist, and occupational therapist collaborate with teachers and provide services to students who qualify. Parents attend parent meetings and other school events such as the annual Talent Show, Parent Conferences, Art Show, Drama performances, and Multicultural Day.

#### **Definition:**

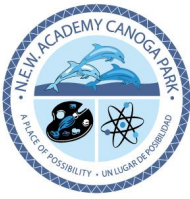
Under the supervision of the Principal and Assistant Principal, the Instructional Assistants (IA) provide support to students in the core curricular areas. IAs provide instructional support as guided by the lead teacher and are expected to work collaboratively to deliver a high quality education to all students at NEW Academy. NACP IAs will assist with supervision during recess and lunch to ensure students' safety.

#### **Skill Requirements:**

- Demonstrate accurate judgment in providing a quality educational experience for students and their families
- Ability to work with low-income and students who are English Learners
- Ability to work cooperatively and collaboratively with staff, parents and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Demonstrate evidence of effective classroom and general communication skills, both written and oral.
- Ability to supervise students during academic and non-academic activities.

#### **Essential Duties:**

- Provide individual or small group instruction for students in a high-quality, exciting way by using various techniques that adapt to the different learning styles of students
- Assist Resource Teacher and/or Classroom Teacher in assessing student progress, and communicating results.
- Organize and implement instructional intervention during and after school hours.
- Seek and accept feedback on instruction and commit to professional growth
- Enforce the student behavior expectations in NACP's Parent-Student Contract
- Supervise students during recess and lunch
- Model the school's values in all communications with students, families, and staff in general
- Arrive at school on time according to assigned schedule
- Adhere to the staff dress code
- Attend and participate in school events when present
  
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher



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- for the purpose of supporting and reinforcing classroom objectives
- In-service presentations (e.g. first aid, CPR, emergency procedures, behavior management, IEPs, etc.) for the purpose of acquiring and/or conveying information relative to job functions
- Assists teacher in room design for the purpose of helping make the room and areas more attractive and informative
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements
- Monitors students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment
- Maintains instructional materials, student files, confidential records for the purpose of ensuring availability of items and/or providing reliable information
- Other duties as assigned

### Special Requirements:

- Available to work between the hours of : M-F 8:00AM- 2:00 PM
- Must possess an excellent disposition and interest in working in a team environment
- Must possess a high school diploma
- Two years of college (48 units or higher), or A.A. degree (or higher) or pass district assessment
- Fingerprinting from the Department of Justice via live scan
- Proof and clearance of TB test (current within one year)
- Bilingual (Spanish) is preferred.

### Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately fifty percent of the time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and/or move unassisted up to twenty-five pounds.

**Starting Rate:** \$15.00/Hour (rate based on education level and experience)

**Status:** Exempt/Part-Time, Up to 5.75 hours per day

**Website:** <http://newacademycanoga.com>

\*N.E.W. Academy Canoga Park is an equal opportunity employer