



940 "C" Street, Novato, CA 94949  
(415) 883-4254  
NovatoCharterHR@NUSD.org

**TITLE:** Instruction Aid- Handwork

**CLASSIFICATION:** Classified/Certificated

**SALARY RANGE:** Classified - Hourly salary schedule 98-00

**WORK YEAR:** 180 days (Calendar 9605) 11 month/school year (classified plus credential)

**JOB SUMMARY:**

The NCS Handwork teacher works out of the Core Principles of Public Waldorf Education to instruct students in developing handwork skills including knitting, crocheting, cross stitch and sewing stitches. The HW teacher works closely with the class teacher to develop and deliver an age appropriate curriculum.

**DUTIES AND RESPONSIBILITIES:**

- Teaches grades 1st through 6th basic handwork skills
- Upholds the NCS Core Values and supports the school's Mission Statement.
- Supports all students in alignment with the Multi-Tiered Systems of Supports
- Sets learning goals and maintains records of student achievement
- Attends meetings, trainings, and school events as appropriate for the position.

**OTHER DUTIES:**

- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

Current best educational practices, Core Principles of Public Education methods educational philosophy, Waldorf teaching methods, classroom management strategies, positive discipline techniques, student development theories, student assessment principles, curriculum development strategies, effective curriculum evaluation, motivational theories, the arts, effective communication strategies, essential laws/regulations governing special education services, student protective laws, and organizational theory.

**ABILITY TO:**

Keep appropriate records of each student's progress in basic skills  
Monitors and reports student attendance; and provides written reports and parent conferences as required. Develop relevant lesson plans and teach students in grades 1-8, Manage a classroom effectively.

**EDUCATION AND EXPERIENCE:**

A BA or BS degree and a valid California teaching credential coupled with the knowledge and skills listed below. Waldorf training or current enrollment in training is preferred.

**OTHER REQUIREMENTS:**



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- Department of Justice Fingerprint Clearance
- TB Clearance

#### WORKING CONDITIONS:

#### ENVIRONMENT:

- Indoor and outdoor work environment
- Seasonal heat and cold or adverse weather conditions

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and various tools & equipment.
- Seeing to read, prepare, and assure the accuracy of a variety of materials and perform maintenance duties.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing, or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders, and horizontally
- Bending, crouching, kneeling, and stooping
- Walking, sitting, or standing for extended periods
- Heavy physical labor

#### POTENTIAL HAZARDS:

- Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.

#### REPORTS TO: Executive Director & Principal

*Novato Charter School prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.*

*For questions, concerns or complaints, please contact the Title IX Compliance Officer:  
NCS Executive Director 940 C Street, Novato, CA 94949; (415) 883-4254;  
NovatoCharterHR@NUSD.org*