



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

TITLE: Kindergarten Assistant

CLASSIFICATION: Classified/Certificated

SALARY RANGE: Classified - Hourly salary schedule 98-00

WORK YEAR: 180 days (Calendar 9605) 11 month/school year

JOB SUMMARY:

The Kindergarten Assistant helps 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 Assistant 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.

DUTIES AND RESPONSIBILITIES:

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.

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 and compensated to be present outside of the school week/day are:

- Winter Spiral Ceremony – attend and help lead teacher at event
- Spring Festival
- Little Visit – held Friday before school begins, 2 hours
- Mandatory Training – attend mandatory trainings as necessary

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:



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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.

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*.

OTHER REQUIREMENTS:

- 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:

Directly to the NCS Director and work under the daily supervision of the Kindergarten Teacher.

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