



NOVATO CHARTER SCHOOL
940 "C" Street, Novato, CA 94949
Ph: 415-883-4254 | Fax: 415-883-1859
www.novatocharterschool.org

TITLE: Kindergarten Assistant (Classified)
REPORTS TO: Kindergarten Teacher

QUALIFICATIONS:

We seek candidates who have high academic standards, the ability to respect and engender the respect of students of all ages, the knowledge, skills, and enthusiasm to engage students of all temperaments and ability levels, and the interpersonal skills to work collaboratively with colleagues, administration, and parents. Strong skills in art, music, and/or drama are highly desired for faculty positions. We recommend that all applicants review our Website and Core Values and Mission Statement (<https://novatocharterschool.org/>).

JOB SUMMARY:

The Kindergarten Assistant assists in supporting all aspects of the Kindergarten Classroom.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in providing instruction to individuals or small groups of students at an assigned school site
- Organize instructional materials.
- Be flexible, and work effectively with constant interruptions
- Conform to and support the assigned teacher's style of classroom management
- Basic child guidance principles and practices.
- Basic subjects taught in district schools.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.

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- Performs other duties as assigned.

DESIRABLE ABILITIES:

- Be positive, organized, and 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;
- Function as a role model for children and parents;
- Have a positive attitude towards staff, students, and the public;
- Learn quickly and be able to apply the School's policies and procedures to the job duties assigned;
- Be independent and take ownership of job duties without supervision;
- Communicate professionally and courteously (both in writing and verbally) with School staff, students, parents, volunteers, and contractors.
- Efficiently perform job duties as assigned within applicable deadlines.

EDUCATION AND EXPERIENCE:

- **Education:** High School diploma or equivalent; and/or
- **Experience:** Three (3) years of similar relevant experience

OTHER REQUIREMENTS:

- Compliance with health and safety regulations, including, but not limited to, vaccination for COVID-19 or agreement to weekly testing when required by Federal or State law, or public health officials.
- Proficiency in Microsoft Excel, Word, and Outlook, including experience using these programs in a professional capacity.
- Ability to use and operate office equipment, including computers, printers, copy machines, telephones, etc.
- Fluent in English, including the use of proper spelling, grammar, and punctuation.
- Ability to communicate verbally and in writing in a professional capacity.
- Spanish speaking preferred but not required.
- Knowledge of the rules and regulations governing charter schools.

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PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and various tools and equipment.
- Seeing to read, prepare, and assure the accuracy of a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing, or pulling heavy objects (up to 30 pounds) as assigned.
- Reaching overhead, above the shoulders, and horizontally.
- Bending, crouching, kneeling, and stooping.
- Walking, sitting, or standing for extended periods.

REQUIREMENTS FOR PUBLIC SCHOOL EMPLOYMENT

Employment is subject to and contingent upon the completion of a criminal background check by the California Department of Justice. Convictions of certain crimes, including, but not limited to sex and narcotics offenses and serious and violent felonies, as specified in the Education and Penal Codes, will bar employment with the School. In addition, employees will be required to provide a current valid tuberculosis clearance prior to commencing employment.

WORK ENVIRONMENT

Uneven surfaces, noise, quick work pace. Requires that the incumbent work effectively under stressful situations and respond to the unpredictable behaviors of students. Frequent use of computer screen. Occasionally involves working outdoors and exposure to inclement weather. Infrequently involves exposure to traffic congestion. May rarely involve exposure to biohazardous waste. Potential exposure to/direct contact with bodily fluids/blood borne pathogens.

ABOUT US:

NCS is guided by the core principles of Public Waldorf Education serving approximately 280 students in grades TK-8. NCS's talented faculty is supported by an involved parent body. In addition to our class teachers, our curriculum provides Specialty Teachers for classes in Spanish, Music,

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Games & Movement, Organic Gardening, Handwork, and Middle School Math. You will find our faculty warm, supportive, accepting and devoted to their school. We have a great time working together as we hone our craft as Waldorf educators in the public sector. We offer a competitive salary as well as health, retirement benefits, and a school year calendar designed for sustainable teaching and learning. We offer priority enrollment for students of hired faculty members.

The 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, any other consideration made unlawful by federal, state, or local laws, or association with a person or group with one or more of these actual or perceived characteristics, in any of its policies or procedures related to administration, employment, educational services, programs, or activities. This restriction shall apply when applicable, to interns, volunteers, and job applicants.

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

The job description may be revised by the Executive Director at any time.

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