

Instructional Assistant

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 School 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.

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 teachers in assessing student progress, and communicating results to colleagues;
- Seek and accept feedback on instruction and commit to professional growth;
- Enforce the student behavior expectations in NACP's Parent-Student Contract;
- 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;

Special Skills/Knowledge/Abilities:

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;

Demonstrate evidence of effective classroom and general communication skills, both written and oral;

Special Requirements:

Available to work anytime between the hours of : M-F 8:15AM-2:00PM

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 A. A. degree (or higher) or passed district assessment

Fingerprinting from the Department of Justice via live scan

Proof and clearance of TB test (current within one year)

Bi-lingual (Spanish) 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: \$ 12 - \$16/Hr (rate based on education level)

Status: Exempt/Part-time

Location: 21425 Cohasset Street, Los Angeles, CA 91303

Website: <http://newacademycanoga.com>

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

Application must be submitted on Edjoin

<https://www.edjoin.org/Home/JobPosting/960088>