



Job Opportunity

Nevada City School of the Arts, a Blue Ribbon K-8 charter school in operation since 1994, is seeking highly qualified applicants for the following positions:

- JOB TITLE:** **Substitute Teachers**
- SCHEDULE:** **On-Call**
- WAGE:** **\$100 a day (Full Days) or \$50 a day (Half Days)**
- REPORTS TO:** **School Receptionist**

JOB DUTIES:

In the absence of the full time classroom teacher, the substitute teacher provides instruction, encourages student's progress, and manages the learning environment.

1. Follow existing lesson plans, in a manner that ensures the integrity of academic time and motivates students to learn and participate, as required by the school and full time classroom teacher
2. Instruct students regarding a variety of classroom topics and courses of instruction
3. Assign reasonable tasks to students in accordance with the lesson plans
4. Address the various learning styles of students accordingly
5. Model correct use of spoken and written English and Language
6. Demonstrate professional practices in teaching
7. For long-term assignments, you may be required to develop lesson plans; create, administer and grade tests/assignments

Classroom Management

1. Maintain classroom control that fosters a safe, positive environment for all students and staff in accordance with NCSA, state and all applicable laws and regulations
2. Ensure adequate supervision of students and the classroom environment to assure the health, welfare, and safety of all students
3. Take all necessary and reasonable precautions to protect equipment, materials and school property
4. Remain in classroom and monitor students at all times
5. Report all student injuries, accidents, illnesses, and discipline problems to the School Director and/or School Personnel immediately
6. May supervise students in out-of-class settings (e.g., assemblies, schoolyard, field trips)

QUALIFICATIONS:

- BA degree or equivalent required
- CA Teaching Credential or 30-day Substitute Teaching Permit

ADDITIONAL REQUIREMENTS:

- Fingerprint clearance prior to employment (NCSA bears cost)
- Negative TB test prior to employment and every four years thereafter (candidate bears cost)
- CPR/First Aid Certification within 45 days of employment and every two years thereafter (candidate bears cost)
- Physical demands: Frequent sitting, walking, standing, conversing, listening, reading, writing, close visual work. Occasional lifting and carrying (maximum 40 lbs.) Infrequent pushing and pulling.

TO APPLY: Submit resume and cover letter to:

EMAIL: employment@ncsota.org

FAX: 530-273-1522

MAIL: Nevada City School of the Arts
13032 Bitney Springs Road
Nevada City, CA 95959
Attn: Recruitment Coordinator

DEADLINE TO APPLY: Open All School Year