



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: AFTERSCHOOL CAREGIVER

**SCHEDULE: 2018 - 19 School Year – Part-time (Monday – Thursday 2:30pm to
5:00pm - 10 hours per week)**

WAGE: \$12.00 - \$14.33¹ per hour, depending on experience

SUPERVISOR: Afterschool Care Director

JOB DUTIES:

- Plans, directs and supports a multi-age group of students with projects and community-building activities, as selected with the assistance of the Afterschool Care Director
- Confers with the Afterschool Care Director for the purpose of assisting in evaluating student progress, interests and needs in order to aid the Afterschool Director in planning appropriate activities and objectives for the group
- Provides supervision of students at all times, ensuring a safe, comfortable and caring environment for students
- Works with the Afterschool Care Coordinator to create an atmosphere of high expectations for student behavior and responsibility
- Assists in the cleaning up and closure of the afterschool program
- Monitors and supervises student behavior within a variety of school environments (e.g., classroom, playground, restrooms, music/dance room) for the purpose of providing for the safety and welfare of the students
- Reports observations and incidents of student behavior requiring disciplinary measures to the After School Care Director or the School Director
- Works with the Afterschool Care Coordinator to ensure that the after school program remains consistent with school philosophy
- Supports the involvement of families in afterschool care programs and activities
- Adheres to the School Compact in interpersonal relationships with students, families and staff
- Inspects and monitors students' outside play environment for the purpose of assuring the safety of students and assisting in the maintenance of outside play equipment

¹ The pay range shown represents Levels 1 through 7 on the NCSA Classified Salary Schedule

QUALIFICATIONS:

- High school diploma or equivalent required
- ECE units preferred
- Conflict resolution training a plus

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 Rd, Bldg. 9
 Nevada City, CA 95959
 Attn: Recruitment Coordinator

DEADLINE TO APPLY: **Open Until Filled**