



Position Title: Instructional Assistant

Department: Campus

Reports to: Principal

Calendar: 11-Month

The California Republic Leadership Academy Capistrano is a startup, TK-8, public charter school launching in South Orange County for the 2023-24 school year. The Mission of the California Republic Leadership Academy is to develop the next generation of leaders in mind, character, and practice through a virtue-based education that leads a scholar to servant leadership through the pursuit of truth and the development of virtue and wisdom. CRLA Capistrano will utilize a Classical Education model.

Position Overview

The Instructional Assistant supports classroom teacher(s) in providing a high quality, personalized education program for students. S/he works during the school day and/or the after school program. The ideal candidate for this position is a recent college graduate who has an interest in pursuing a career as an educator.

Essential Duties and Requirements

- Support classroom systems/procedures and help manage student behavior to ensure all students are fully engaged in learning
- Develop/support and implement lesson plans and classroom activities consistent with California State Standards and CRLA's Instructional Guidelines
- Assess students regularly in accordance with CRLA guidelines and analyze assessment data
- Collaborate with CRLA team members to improve own and others' instructional practices; share best practices
- Help classroom teacher(s) provide students and their families with regular and timely information on classroom activities and student progress
- May help track critical student information and maintain accurate student records, including attendance, in accordance with CRLA procedures

- Identify unique student needs and collaborate with other team members and outside service providers to diagnose and address learning challenges
- Assist with planning and executing differentiated instruction for students with a variety of needs, including: parallel teaching, small group and/or one-on-one instruction.
- Possibly teach students in an after school program, especially intervention and acceleration for students below grade level
- Demonstrate knowledge of, and support, CRLA's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior
- Perform other related duties as required and assigned

Required Knowledge, Skills & Abilities

- Knowledge of child cognitive development and different learning styles
- Ability and willingness to implement CRLA's Instructional Guidelines and Best Practices
- Ability and willingness to reflect and improve
- Strong written and verbal communication skills; ability to collaborate with colleagues, parents and community

Minimum Educational Level

- Associate's degree or successful completion of 48 units of college credit
- Bachelor's degree in Education, Teaching, or related field preferred

Experience Required

- 1+ year working with students as a teacher, teacher intern, or teaching assistant preferred

Physical Demands

The physical demands described here are representative of those that must be reasonably met by an Instructional Assistant to successfully perform the essential functions of this job.

- Stand, walk or bend over, kneel, crouch, reach overhead, grasp, push, and pull.
- Move, lift and/or carry up to 30 pounds to shoulder height.
- Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping).
- Demonstrate normal depth perception.
- Sitting, walking or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, operate standard office equipment, and use a telephone
- See and read a computer screen and printed matter with or without vision aids.
- Distinguish colors.
- Read and understand rules and policies, labels, and instructions.
- Hear and understand speech at normal levels and on the telephone.

Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.

Work Environment

The work environment characteristics are representative of those in a normal office, classroom/school setting which one might encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in a standard office environment, computer lab, and/or classroom environment.
- Work is performed in indoor and outdoor environments.
- Exposure to dust, oils, and cleaning chemicals.
- Some exposure to childhood and other diseases in a school environment.
- May be required to work outside of normal workdays and office hours to meet operational deadlines.

To apply, please review our school Mission and Vision on the school website and send a current resume and compelling cover letter to helen.suhr@crlacapo.org.

Resumes will be reviewed as received.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.