

Yuba Environmental Science Charter Academy (YES)

Principal/Superintendent

Reports to: YES Council of Directors

Starting Salary: \$80,000-\$95,000

Comprehensive benefits package

Optimal Start Date: July 1, 2017

Work Year: Twelve calendar months

Website: www.yescharteracademy.org

About our School:

YES is a small (110 students) TK-8 public charter school in the beautiful Sierra Nevada foothills of Yuba County, CA. Our vision offers project-based learning focused on the scientific method of inquiry and STEM focus. Our campus is 10 acres of oaks and pines and includes a pond. We are looking to create youth who are practical problem solvers as well as academic masters. YES encourages our students through the use of SPARRK. We expect our graduates to be:

Stewards of the Environment
Positive Team Members
Academic Masters
Resourceful
Responsible Citizens
Kind

Our school meals are home cooked by our school chef from locally sourced and often organic food. All of our cafeteria items are biodegradable and we collect our compost to feed local chickens and pigs. Our school garden provides some of our food and is a source of learning for our students who enjoy weekly garden classes with our master gardener teacher. We are a warm and growing community with a family atmosphere.

Mission: YES CHARTER ACADEMY educates K-8 students in a school culture that values the scientific method and a curricular focus on environmental studies. The highest Common Core State Standards, as well as high standards of moral conduct, are emphasized.

The vision of the YES CHARTER ACADEMY is to educate K – 8 students of the Sierra Foothills through a self-motivating, individualized, and comprehensive curriculum that connects learners with learning via a program, teaching staff, and school culture that value

scientific methods of inquiry.

Purpose: To serve as the chief administrator of YES in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

Supervises: All school personnel, directly or indirectly

Credentials Required: Administrative Credential

Knowledge and Abilities: The ideal candidate will embrace the charter school mission and have extensive management experience with a record of success in establishing strategic paths for growth, effectively assembling and leading a team of professionals, and creatively tapping a wide range of resources to achieve success. Familiarity with the local area and California charter community desired.

- An understanding of and alignment with the school's mission and vision. Demonstrated commitment to ensuring high academic achievement for all students.
- Proven capacity for leadership including ability to effectively assemble and motivate a team of professionals to achieve ambitious and measurable results.
- Proven ability to develop meaningful relationships with diverse and key stakeholders.
- A track record of developing and securing resources and other funding opportunities.
- Experience in teaching a K-12 focused organization such as a traditional public school system, charter school, private school or other educational organization highly desired.

Candidate demonstrates strong and successful experience with solid support for public education; commitment to high academic standards and success for all students; principles of personnel supervision and evaluation; a broad understanding of curriculum and instruction linking to student learning; principles of school organization and management; leadership responsive to staff, community and district needs; and inclusive leadership/decision making process. Candidate understands and supports the need for Environmental Science learning and has expertise and/or experience which enhances the YES program.

Duties and Responsibilities:

General Planning The principal conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.

General Coordination The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.

Enhancement of Personnel Skills The principal provides activities that facilitate the professional growth of the school staff and enhance the quality of the instructional program to promote increased student learning and success.

Curriculum Objectives The principal ensures that school goals and instructional objectives for all subjects and classrooms are aligned with the Common Core State Standards; and that staff participate in related professional learning sessions.

Relations with Authorizer The principal ensures positive relations with Yuba County Office of Education as the Charter Authorizer. Attends County Office of Education Administrative meetings as requested by the County Office of Education and stays in direct contact with the County Office of Education to assist the County Office of Education in its oversight duties. Attends meetings with the Chief Financial Officer of the County Office of Education on fiscal oversight issues as needed. Provides all legally required financial reports to the County Office of Education. Attends as necessary County Office of Education Board meetings. Fosters an amicable relationship between County Office of Education and Charter School and facilitates a sharing of resources between both entities. Manages communications between County Office of Education and Council of Directors. Following review by Council of Directors, presents a performance audit to the County Office of Education Board of Trustees and the County Office of Education Superintendent annually.

Specific Tasks may include but are not limited to:

- Provide instructional leadership to the Charter School
- Develop Council of Directors' meeting agenda in compliance with the Brown Act; bring matters forward to the Board of Directors for agendaing
- Supervise all employees of the YES CHARTER ACADEMY
- Provide timely performance evaluations of all YES CHARTER ACADEMY employees at least once annually
- Propose policies for adoption by the Council
- Communicate with YES CHARTER ACADEMY legal counsel
- Stay abreast of school laws and regulations
- Approve all purchase orders, pay warrants, and requisitions, and upon approval, forward on for processing
- Oversee grant writing
- Make budget line item revisions when necessary and report changes regularly to the Council
- Develop and administrate the budget in accordance with generally accepted accounting principles
- Present a quarterly financial report to the Charter School Council
- Oversee student/teacher relations
- Attend IEP meetings when necessary
- Oversee student disciplinary matters
- Coordinate the administration of Standardized Testing
- Develop procedures designed to carry out Council policies;
- Develop a YES CHARTER ACADEMY annual performance audit
- Present a performance audit to the Council and upon review of YES CHARTER ACADEMY Council present audit to the County Office of Education Board of Trustees and the County Office of Education Superintendent

TO APPLY

Review of applications will begin: June 3, 2017

Qualified candidates are invited to submit a resume and a cover letter outlining how her/his qualifications and experiences match the desired skills to lead a high quality charter school.

Please send all materials by both emailing to dhoerner@yescharteracademy.org and mailing to:

Deborah Hoerner

YES Charter Academy

PO Box 430

Oregon House, CA 95962

**YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
AFTER SCHOOL ACADEMY RECREATIONAL/TUTORIAL ASSISTANT**

REPORTS TO: Principal/Director

SUMMARY:

Under the direction of the Principal, the After School Academy Recreational/Tutorial Assistant assists in tutorial and recreational activities for children ages 5 through fourteen years (K through eighth grades) in an after school program.

DISTINGUISHING CHARACTERISTICS

This position is established to assist in the care and supervision of children in the After School Academy program and is distinguished from Instructional Aide positions in that the primary responsibility is to assist in the care and supervision of students in an After School program whereas Instructional Aides are responsible to assist in formal instruction.

DUTIES AND RESPONSIBILITIES:

- Maintains effective communication with school personnel
- Follows direction of principal with regard to policies and procedures.
- Adheres to program requirements.
- Supervises and interacts with children during activities, to ensure their safety and wellbeing. Assists in creating a nurturing and culturally sensitive environment for children; provides an academic environment where children will receive assistance with homework; observes and reports safety hazards; prevents children from engaging in unsafe activities.
- Communicates with parents, students, and community members in a respectful, sensitive manner.
- Participates in after school program planning and design.
- Ensures integration and coordination of multiple program activities.
- Identifies needed supplies and resources and informs school supply clerk
- Participates fully in all after school activities
- Participates in professional development and project-related trainings as assigned.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Learning activities appropriate for children ages 5 to 14 years.
- Principles and practices of early childhood development including growth, development, child behavior characteristics, and proper care/discipline.
- English usage, punctuation, spelling, and grammar.

Ability to:

- Demonstrate an understanding, patient, warm, and receptive attitude towards school age children.
- Communicate effectively, orally and in writing, with all socio-economic levels, understanding cultural differences and language barriers.
- Understand, interpret, and apply rules, regulations, standards, and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and follow oral and written instructions.
- Assist students with homework.
- Resolve challenging situations productively and without personalization; manage time and classroom; multitask; work well under stress; and work with diverse gender, age, and cultural groups.

EDUCATION AND EXPERIENCE:

High school diploma or equivalency. Previous experience working with kindergarten through eighth grade students preferred. Bilingual skills preferred.

Previous experience in after school recreation programs is preferred. Must possess a desire to have a positive impact on students.

LICENSES AND OTHER REQUIREMENTS:

Valid CA Driver's License. Current First Aid and C.P.R. certificates.

WORKING ENVIRONMENT:

Physical Duties:

Seeing to monitor after school activities.

Hearing and speaking to exchange information in person and on the telephone.

Standing or sitting for extended periods of time.

Pushing or pulling food cart, television, or other equipment.

Walking to observe children on the playground or in the classroom.

Kneeling and crouching to be on the same level as children.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

Typical Schedule (subject to adjustment):

3:00-5:00 (or when the last student has left)

3:00 Classes are dismissed.

- * Collect the attendance clip board & after school phone from the office.
- * In the cafeteria, set up tables for the students staying in Aftercare.
- * Stage the YES van riders on benches along the wall near exit doors.

FIRST priority is taking attendance. Van riders and Aftercare have separate attendance sheets. Every student left at school needs to be accounted for by the adult in charge.

- * Van riders & Aftercare students can sit patiently until roll is finished--

3:10 The bus leaves.

- * Anyone left without a ride is checked into Aftercare.

After attendance is finished:

* Students may use the phone, water, restroom, with permission, one at a time.

* Serve snack, van riders first.

* Keep track of who's taken snack on the appropriate attendance list.

* Begin 30 minutes of homework ~ **3:30-4:00**.

-Except for the Littles, everyone is given HW packets on Mondays.

-Silent reading is the option to "no homework."

-TK/K can quietly engage in an activity.

4:00 Free choice of activity, including outside play (no one stays inside, though).

* Toys from home stay in backpacks.

* Electronics aren't allowed, even after school.

YES POLICY :

* In keeping with YES standards, only approved staff are allowed to supervise

students.

CLEANUP:

* When 1-2 students are left, begin putting the cafeteria back in order.

* Anything that's been taken out, help put away.

* Adult wipes down all the tables before they're put away.

* Take the kids with you into the kitchen to wash any dishes.

* Lock all the doors (kids in tow). **Use the door stopper to prop one side open.

* Check cafeteria windows to be certain they're latched closed.

In the winter when it's dark by **5:00:

~**4:50** wait with the student(s) at locked (not propped open) front door for

parent.

LEAVING:

- * When the last student has left, you're also ready to leave.**
- * Put the cordless phone on the charger on the kitchen counter, left of the sink.**
- * Leave attendance clip board on the top of the glass display cabinet.**
- * Gather your things.**
- * Set the alarm if you are the last person out, (sometimes staff will be working late).**
- * Pull on the doors when leaving to be certain they are actually latched.**

EARLY RELEASE FRIDAY

1:00-5:00 (or when the last student has left)

1:00 Students are released

1:10 Bus leaves

Attendance

1:30-5:00 Free choice activity

3:00 Snack

Many of the students love to make things, Fridays are great for art & crafts in Aftercare! In the back room of TK/K, are supplies for simple creations. Beads, yarn, tissue paper, paint a bird house, fabric, lots of ribbon, and more!!

**YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
ASSISTANT TO THE PRINCIPAL AND COUNCIL OF DIRECTORS**

REPORTS TO: Principal and Council of Directors

DEFINITION:

Under general direction, assists the Principal and Council of Directors by planning and performing a variety of complex, highly skilled responsible and confidential administrative and secretarial support functions. This position is distinguished by the degree of initiative and decision-making required to perform the duties, the direction received, the breadth of responsibility, the confidential nature of the work and the level of administrator to whom assigned.

EXAMPLES OF DUTIES:

Essential functions are shown below with an {E}.)

1. Works with staff, parents, students, governmental agency representatives, and the general public as directed by the Council of Directors; (E);
2. Acts as information source or liaison regarding policies, procedures and operations of assigned administrative support functions; (E)
3. Conducts initial conversations or interviews in person or on the telephone with the public, employees, parents, students and outside agencies and answers questions, clarifies policies, resolves issue/problem/complaint, refers to an appropriate staff or Council member; (E)
4. Exercises discretion and independent judgment in resolving problems or referring them to the appropriate staff or Council member; (E)
5. Makes decisions based on established policies and procedures; (E)
6. Establishes and maintains controls and performs specialized tasks relating to the Council's area of responsibility; (E)
7. Processes details not requiring the attention of the Council; (E)
8. Writes, edits, proofs and/or publishes policies, procedures, directives, reports, bulletins, memos, letters, newsletters, press releases and newspaper articles on behalf of the Council; (E)
9. Prepares and types correspondence, requisitions, reports, manuals, contracts, forms and other related information and documents of a confidential and non-confidential nature; (E)

10. Schedules, organizes and coordinates meetings, seminars, conferences, receptions, ceremonies, special events, travel and appointments for the Council; (E)

11. Schedules, organizes and attends meetings; takes notes and/or dictation; prepares official minutes and/or summaries and distributes as required; (E)

12. Monitors, posts, updates and makes adjustments to assigned budgets; ensures expenses stay within assigned budget limits; (E)

13. Compiles data from a variety of sources and prepares reports, summaries and charts; receives, reviews and distributes contracts, legal documents and decisions; (E)

14. Keeps special confidential correspondence and complex files and records, maintains control files on matters in progress and expedites completion; (E)

HUMAN RESOURCES RELATED DUTIES:

1. Performs and reviews a variety of complex personnel and employee compensation duties requiring independent judgment and analysis including but not limited to: salary placement, reassignment or reclassification pay, differential pay, final pay, transcript review for stipends, retro pay and annual pay increases; (E)

2. Prepares and compiles documents, serves as liaison for, performs related duties and activities and may coordinate activities for: salary administration, terms of employment, data gathering, report preparation, special project assignments (i.e. Workers' Compensation and drug/alcohol testing), applicant tracking, classified bumping and layoffs, job offers and the recruitment, interview and selection process; (E)

3. Assists with hiring substitute employees and assists with maintaining and updating the sub management system;

4. Performs duties associated with position control and management information systems; (E)

5. Assembles confidential and sensitive information related to personnel records; Maintains, updates and interprets employment contracts; (E)

6. Updates and corrects personnel records and maintains their confidentiality; (E)

7. Researches, analyzes and compiles information from a variety of sources; revises, prepares, processes and distributes reports, forms, salary schedules, surveys, time keeping records, unemployment claims and employment verifications and other department paperwork; (E)

PAYROLL AND ACCOUNTING:

Under general direction, performs complex work in compiling and maintaining financial and statistical records and reports pertaining to payroll, benefits and other related financial functions.

EXAMPLES OF DUTIES

Essential functions are shown below with an {E}.)

1. Organize, prepare and maintain payroll record information for certificated and classified employees; (E)
2. Review and verify coding and input data for regular and supplemental payrolls and audit payroll information for accuracy; (E)
3. Audit and input and maintains W-4 information, health benefits, voluntary deductions and other payroll records; (E)
4. Balances and reconciles payroll reports and voluntary and involuntary deductions including retirement, insurance, cafeteria 125 and savings accounts; (E)
5. Prepares, performs, and supervises the preparation of payroll documents and payrolls; (E)
6. Balances payroll to general ledger and prepares required cash transfers; (E)
7. Maintains payroll records, registers and related documents;
8. Maintains earning history during year and balances with W-2 report in preparing W-2's; (E)
9. Provides quality customer service in assists with dissemination of information to employees, bargaining units and the public; (E)
10. Prepares a variety of payroll related reports; (E)
11. Prepares cash transfers and journal entries (E)
12. Processes voluntary deductions; (E)
13. Audits employee time sheets to ensure accuracy of data; (E)
14. Mails out vendor deduction checks;
15. Creates and maintains complex spreadsheets;
16. Receives complaints and takes authorized steps to research and provide explanations or assistance in solving the problems; (E)
17. Answers phones and takes messages; files; prepares and types a wide variety of letters, memos, reports; and attends meetings;
18. Performs other related duties as assigned.

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

BEFORE SCHOOL CHILD CARE AIDE

REPORTS TO: Principal

DEFINITION

Under general direction to provide supervision and care for elementary school children in a school setting.

EXAMPLES OF DUTIES

Supervise the care of elementary school children in a school setting; maintain accident reports; maintain forms, records, and reports necessary to site program; participate in maintaining the facility and equipment; inspect the site and equipment for potential safety hazards and take corrective action to prevent injuries; communicate with parents; other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent; experience in providing care to elementary age children preferred.

Knowledge and Skills: Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of the program.
. Requires sufficient communication skills to interact with students, staff, and parents. General knowledge of basic clerical and record keeping processes is required.

Abilities: Ability to perform the essential responsibilities and work tasks of the position. Ability to understand the needs and differences of children. Requires the ability to balance emotional support and discipline to deal with behavior problems. Ability to perform duties with minimum supervision. Work is usually performed in a classroom or playground setting, presenting minimal exposure to health or safety hazards.

Physical Abilities: Requires normal hearing and speaking skills to communicate with staff and students. Requires visual acuity to read numbers and words. Requires the ability to stand and walk for extended periods of time (greater than 2 hours), to lift light to heavy objects on an occasional basis (10-50 lbs.), and to push or pull lightweight objects.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

COOK

REPORTS TO: Principal/Director

DEFINITION

Under general direction, to prepare, cook, bake and serve food; to assist in maintaining food service facilities in a clean and sanitary condition; to assist in the management and operation of a cafeteria; coordinates a satellite cafeteria; to do related work as required.

EXAMPLES OF DUTIES

Prepares or assists in the preparation and serving of food; supervises student help; operates kitchen equipment; cleans food service facilities, equipment and utensils; transfers food to and from various serving and preparation areas; responsible for the operation and cleaning of satellite cafeteria equipment; some report and recordkeeping; responsible for transporting food to satellite locations.

EMPLOYMENT AND STANDARDS

Education and/or Experience: High school diploma or equivalent; two years of experience in quantity food preparation with at least one year of cooking or baking in an institutional setting. Supplemental courses or formal training in nutrition, sanitation and menu planning are recommended. Additional experience may substitute for education.

Knowledge and Skills: Basic knowledge of institutional quantity food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation.

Abilities: Must be able to perform all of the essential duties of the position under only general guidance. Must be able to understand and follow Food Service policies, procedures, rules and regulations. Must be able to perform duties with a focus on safety and sanitation. Must be skilled in operation of commercial kitchen equipment. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Must be able to learn, understand and apply safety and sanitation regulations. Must be able to keep records.

Physical Abilities: Requires general arm, hand, leg and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop, continuously lift light to medium weight objects up to 30 pounds and infrequently lift objects up to 50 pounds. Requires the ability to handle hot materials and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

Licenses and Certificates: Requires valid California Driver's License and Health screen authorizing the incumbent to work in food service.

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

ENRICHMENT TEACHER

REPORTS TO: Principal

DESCRIPTION

Enrichment teachers at YES instruct elective-style classes and/or workshops to K-8 students. Enrichment teachers may teach outside of regular school hours, generally after school. The students of an enrichment teacher participate in enrichment classes on a voluntary basis; hence, their progress and/or performance are not subject to grade-based assessment and the teachers of these classes are not subject to credentialing requirements.

DUTIES AND RESPONSIBILITIES:

- Maintains effective communication with school personnel
- Follows direction of principal with regard to policies and procedures.
- Adheres to program requirements.
- Supervises and interacts with children during activities, to ensure their safety and wellbeing. Assists in creating a nurturing and culturally sensitive environment for children; observes and reports safety hazards; prevents children from engaging in unsafe activities.
- Communicates with parents, students, and community members in a respectful, sensitive manner.
- Identifies needed supplies and resources and informs school supply clerk
- Participates in professional development and project-related trainings as assigned.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Learning activities appropriate for children ages 5 to 14 years.
- Principles and practices of childhood development including growth, development, child behavior characteristics, and proper care/discipline.
- English usage, punctuation, spelling, and grammar.

Ability to:

- Demonstrate an understanding, patient, warm, and receptive attitude towards school age children.

- Communicate effectively, orally and in writing, with all socio-economic levels, understanding cultural differences and language barriers.
- Understand, interpret, and apply rules, regulations, standards, and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and follow oral and written instructions.
- Resolve challenging situations productively and without personalization; manage time and classroom; multitask; work well under stress; and work with diverse gender, age, and cultural groups.

EDUCATION AND EXPERIENCE:

Subject matter expertise in the area to be taught. Previous experience working with kindergarten through eighth grade students preferred. Bilingual skills preferred.

Previous experience in teaching enrichment programs is preferred. Must possess a desire to have a positive impact on students.

WORKING ENVIRONMENT:

Physical Duties:

Seeing to monitor after school activities.

Hearing and speaking to exchange information in person and on the telephone.

Standing or sitting for extended periods of time.

Pushing or pulling television, or other equipment.

Walking to observe children on the playground or in the classroom.

Kneeling and crouching to be on the same level as children.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY INSTRUCTIONAL AIDE

REPORTS TO: CLASSROOM TEACHER/PRINCIPAL

DEFINITION

Under general supervision, serve as an assistant to a teacher in the instruction and supervision of students; assists in the preparation and assembling of teaching materials; relieve the teacher of routine clerical duties; do related work as required.

EXAMPLES OF DUTIES

Works with students individually or in small groups, tutoring, reinforcing or following up on the teacher's lessons; assists in testing and in scoring tests and in the evaluation of the instruction and the student's progress and problems; follow teacher's lesson plans, assists teacher in preparation of plans; prepares materials and equipment and operates basic and specialized instructional equipment; assists in maintaining order among students in the classroom and on the school grounds; maintains student records and files as directed by teacher; attend to students' physical needs in the classroom; may be required to assist in hygiene, toileting and with special health/emotional needs; types or duplicates lessons, texts, and other instructional materials; maintains an inventory of equipment; keeps records such as attendance; grades, test scores, student progress; organizes classroom or learning facility; supervises students on field trips, at lunch, or on the school grounds; rides the bus with students.

EMPLOYMENT STANDARDS

Education and Experience:

High School graduation or equivalent;

Knowledge of:

Child growth and development; basic methods used in instruction; recreational activities suitable for children; approved techniques of supervision; English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Demonstrate an understanding, patient, warm, and receptive attitude towards school age children.
- Communicate effectively, orally and in writing, with all socio-economic levels, understanding cultural differences and language barriers.
- Understand, interpret, and apply rules, regulations, standards, and procedures.
- Establish and maintain cooperative working relationships with students, parents, teachers and administrators.
- Understand and follow oral and written instructions.
- Resolve challenging situations productively and without personalization; manage time and classroom; multitask; work well under stress; and work with diverse gender, age, and cultural groups.

- Read, write and speak English at a level sufficient to fulfill the duties to be performed.
- Follow and implement behavior plans for students.
- Operate specialized instructional equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid CA Driver's License. Ability to pass CPR and First Aid certification tests

WORKING ENVIRONMENT

Seeing to monitor student activities

Hearing and speaking to exchange information in person and on the telephone

Standing or sitting for extended periods of time.

Pushing or pulling food cart, television, or other equipment.

Walking to observe children on the playground or in the classroom.

Kneeling and crouching to be on the same level as children.

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

OFFICE SPECIALIST

Under general supervision, performs a variety of highly difficult clerical and financial tasks for school-wide operations and to do other work as required.

EXAMPLES OF DUTIES

Types letters, memoranda and various reports and lists; records information; sets up and maintains file systems. Acts as a receptionist. Assists public, staff and students by referring them to sources of information; has primary responsibility for telephone system; interviews visitors; answers questions concerning site activities and programs consulting various sources of information. Compiles and prepares statistical reports, correspondence memos, and other types of records in accordance with predetermined forms and procedures; screens reports for completeness and arithmetical accuracy; prepares purchase orders; may monitor budget balances; arranges and coordinates meetings operates a variety of office equipment including computers. Orders supplies and maintains inventory of materials for office. Assists with enrollment of pupils; Has primary responsibility for the positive attendance program;

EMPLOYMENT STANDARDS

Education and/or Experience: High school diploma supplemented by course work in general office skills required. Minimum of three years of technical clerical and record keeping experience required.

Knowledge and Skills: Requires thorough knowledge of secretarial practices, specialized office procedures, filing, record keeping, receptionist and telephone techniques and etiquette. Requires good English, grammar, spelling, punctuation and math skills. Requires technical knowledge of bookkeeping sufficient to process some accounting transactions. Must be skilled in the use of computer word processing programs and have a basic understanding of the use of spreadsheets and databases. Must have sufficient communication skills to project a positive image and convey basic information to customers, students, parents and staff. Must be able to monitor and update the school website.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, understand and apply school rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including typewriters, telephone systems, copiers, calculators, computers, printers, etc. Must be able to maintain records and prepare reports. Requires the ability to communicate with peers and other staff or public in a manner reflecting positively on the school.

Physical Abilities: Requires sufficient arm, hand and finger dexterity in order to operate keyboard, typewriter (55 wpm) and other office equipment. Requires visual acuity to read words and numbers.

Licenses and Certificates: Valid California Driver's License.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

YUBA ENVIRONMENTAL SCIENCE CHARTER SCHOOL

SCIENCE TEACHER – ELEMENTARY AND MIDDLE SCHOOL

REPORTS TO: Principal

SUMMARY

The teacher's job is to create understanding and develop critical thinking skills and a sound knowledge base. The teaching faculty forms the heart of the school. YES teachers teach multiple subjects and lead a progressive, self-contained classroom of students in a combination class. Teachers work collaboratively with one another and with non-teaching staff to build a creative and exhilarating learning environment. Teachers are responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during onsite and off-site activities. Teachers are expected to support and enforce the school's mission, core values, philosophy and its policies and procedures. The YES Science Teacher will provide lessons to all grades K-8 in a schedule of rotation to be determined with the faculty and Principal such that students participate in meaningful science lessons at least twice weekly.

JOB GOAL

To develop in each pupil an awareness of the role of science in economic and social progress; to motivate each pupil to acquire knowledge of scientific facts and principles, and skills in scientific methods of problem solving; to discover and develop special talents of pupils in scientific fields. To emphasize the environmental sciences with the aim of instilling Environmental Stewardship in students.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills, knowledge, and scientific attitudes through course in general science, earth sciences, biology, chemistry, physics, physiology, or science problems to elementary and middle school pupils, utilizing various curricula including, but not limited to: California Environmental Education Initiative; Project Wet, Project Wild; STEM projects from TPI; and other appropriate learning activities.
2. Teaches the California Next Generation Science Standards.
3. Plans a science program involving demonstrations, lectures, discussions, and student experiments; organizes activities for optimum learning.
4. Demonstrates scientific concepts by use of scientific apparatus, experiments, and standard or teacher-prepared charts, sketches, and other instructional aids.
5. Provides individual or small group instruction in order to adapt the curriculum to the needs of pupils and to accommodate circumstances where a variety of projects and experiments are being worked on simultaneously.
6. Instructs pupils in proper use, care, and safe handling of chemicals, science equipment, and plant and animal life.
7. Provides for safe storage and proper use of materials, equipment, and tools. Makes minor adjustments and requests repairs to equipment as required.

8. Establishes and maintains standards of pupil behavior for a productive learning environment during class sessions, laboratory sessions, and field trips.
9. Evaluates each pupil's growth in knowledge, skills, and scientific attitudes in course being taught.
10. Selects and requests books, instructional aids, science equipment, chemical, and supplies, and maintains inventory records as required.
11. Maintains professional competence through in-service education activities provided by the school, and/or in self-selected professional growth activities.
12. Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
13. Participates in curriculum and other developmental programs.
14. Assists pupils in selection and development of individual research projects.
15. Cooperates with school administration in developing and organizing the annual science fair for the school and community, and in sponsoring science activities.
16. Utilizes the school campus as a learning laboratory in order to enhance hands-on activities in environmental science.
17. Communicates with parents and school counselors on pupil progress.
18. Supervises pupils in out-of-classroom activities during the assigned work day.
19. Participates in faculty committees and sponsorship of student activities.
20. Performs other duties as many, from time to time be assigned by the supervisor.

SPECIFIC QUALIFICATIONS

- Bachelor's Degree
- Possession of a valid (internship, preliminary or clear) California Teaching Credential
- Desire to teach in an Environmental Science school in a rural countryside setting
- Confident in managing student behavior
- Ability to work under pressure and adapt to change easily

GENERAL QUALIFICATIONS

- Must believe in YES Charter Academy's Mission, Vision and core values
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- Must be able to interact with stakeholders at all levels (including staff, parents, students, and community members) in a respectful manner and provide excellent customer service.
- Must be able to work collaboratively in a team environment
- Must have strong organizational, problem-solving, and time-management skills

- Must attend and participate in YES staff meetings as required
- Must attend and participate in YES training as required
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YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

SPARRK and PARENT VOLUNTEER COORDINATOR

REPORTS TO: Principal/Director

SUMMARY

SPARRK is YES Charter Academy's attributes of a YES graduate. It stands for Stewards of the environment, Academic masters, Resourceful, Responsible citizens and Kind. The position is instrumental in creating the general culture in which SPARRK attributes are understood and demonstrated by all. The position also organizes and tracks volunteers to provide various functions at school.

GENERAL CHARACTERISTICS

SPARRK/ Parent Volunteer Coordinator is a cheerleader, a strong communicator and an optimistic and positive leader. Characterized by a deep level of commitment and positive energy, he or she is eternally persistent, a natural problem-solver and someone who practices what they preach.

DUTIES AND RESPONSIBILITIES

- Enlists and coordinates parents and volunteers for the purpose of assisting in the classroom and for other school activities and events;
- Keeps records concerning the time and the activities of the parents and volunteers;
- Notifies parents concerning various meetings and trainings;
- Contacts and locates resource parents or community members for school programs;
- Completes other tasks assigned involving parents and volunteers;
- Responsible for coordinating and teaching the SPARRK attributes to students and to staff and parents;
- Writes at least a monthly newsletter article about SPARRK;
- Develops classroom lessons which teach the meaning of the SPARRK attributes using a variety of teaching methods;
- Adapts the lessons to cover younger and older students in an engaging manner;
- Coordinates SPARRK award assemblies with participation from other staff;

EMPLOYMENT STANDARDS

Education and Experience:

- Graduation from High School
- Completion of college units in Child Development, Early Childhood Education or other related field with emphasis on elementary age children is highly desirable
- have at least 1 year experience in a school age enrichment program or child care setting.

Knowledge and Skills:

- Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of the program.
- Knowledge of learning activities such as games, arts, crafts, music and songs, basic arithmetic, grammar, spelling, language and reading sufficient to assist students with projects is required.
- Requires sufficient communication skills to interact with students, staff, and parents.
- General knowledge of basic clerical and record keeping processes is required.

Abilities:

- Ability to perform the essential responsibilities and work tasks of the position.
- Demonstrated ability to understand and interpret teacher's instructions in order to assist in instruction of children.
- Ability to understand the needs and differences of children and to reach and motivate them.
- Requires the ability to balance emotional support and discipline to deal with behavior problems.
- Ability to perform clerical and classroom support duties with minimum supervision.
- Work is usually performed in a classroom or playground setting, presenting minimal exposure to health or safety hazards.

Physical Abilities:

- Requires normal hearing and speaking skills to communicate with staff and students.
- Requires visual acuity to read numbers and words.
- Requires the ability to stand and walk for extended periods of time (greater than 2 hours), to lift light to heavy objects on an occasional basis (10-50 lbs.), and to push or pull lightweight objects.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

VOLUNTEER CLASSROOM HELPER/TUTOR

REPORTS TO: Classroom Teacher and Principal

SUMMARY

The role of the Classroom Helper is to relieve the Teacher by providing routine tasks so the Teacher can devote time to teaching. Incumbents will work under the direction of the classroom teacher and site Principal or designee.

Essential Functions

- Attends meetings with site Principal and/or Classroom Teacher, staff meetings and training opportunities for the purpose of reviewing and coordinating activities
- Maintains classroom equipment, work area, (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, emergency cards, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, multipurpose room, library, etc.) for the purpose of enforcing school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, form preparation, attendance, etc.) for the purpose of providing necessary records/materials and helping students succeed.
- Promotes good habits for the purpose of improving the quality of students' outcome and encouraging student development.
- Provides simple lessons or reviews lessons provided by the teacher to enhance students' learning.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintains effective communication with school personnel
- Follows direction of principal with regard to policies and procedures.
- Adheres to program requirements.
- Supervises and interacts with children during activities, to ensure their safety and wellbeing. Assists in creating a nurturing and culturally sensitive environment for children; provides an academic environment; observes and reports safety hazards; prevents children from engaging in unsafe activities.
- Communicates with parents, students, and community members in a respectful, sensitive manner.
- Participates in professional development and project-related trainings as assigned.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Learning activities appropriate for children ages 5 to 14 years.
- English usage, punctuation, spelling, and grammar.

Ability to:

- Demonstrate an understanding, patient, warm, and receptive attitude towards school age children.
- Communicate effectively, orally and in writing, with all socio-economic levels, understanding cultural differences and language barriers.
- Understand, interpret, and apply rules, regulations, standards, and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Utilize standard office machines including copiers, computers, etc.
- Understand and follow oral and written instructions.
- Resolve challenging situations productively and without personalization; manage time and classroom; multitask; work well under stress; and work with diverse gender, age, and cultural groups.

EDUCATION AND EXPERIENCE:

For Tutor: High school diploma or equivalency.

For Classroom Helper: Previous experience working with kindergarten through eighth grade students preferred. Bilingual skills preferred.

Must possess a desire to have a positive impact on students.

WORKING ENVIRONMENT:

Physical Duties:

Seeing to monitor activities.

Hearing and speaking to exchange information in person and on the telephone.

Standing or sitting for extended periods of time.

Pushing or pulling food cart, television, or other equipment.

Walking to observe children on the playground or in the classroom.

Kneeling and crouching to be on the same level as children.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY TEACHER, SPECIAL EDUCATION

REPORTS TO: Principal/Director

SUMMARY:

Responsible for planning instruction and/or adaptation of the education program to enable students to benefit from educational experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adapts classroom work, after collaborating with other teachers for the purpose of providing students with learning disabilities with instructional materials that address individualized learning plans within established lesson plans.
- Administers cognitive assessments, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual education plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals (e.g. behavioral, academic needs, vocational abilities, etc.) for the purpose of progress monitoring on IEP goals, providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving academic performance, problem solving techniques and a variety of personal issues to facilitate other school services as needed, i.e. counselling, vision exam ...
- Demonstrates methods of instructional delivery including differentiating, modifying assignments and accommodating students as required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that is in compliance to all IEP's (Individual Education Plans).
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings, including IEPs and 504 meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. adaptive materials, grades, attendance, anecdotal records, IEPs, behavior logs, etc.) for the purpose of documenting student progress and meeting mandated requirements.

- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of providing a positive learning environment and adhering to state and federal laws and school policies.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, aides and volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Mild/Moderate(would you want to have someone who has a Moderate Severe Credential?) teaching credential, as well as ELL certification and Autism Spectrum Authorization (may be embedded in credential)

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws (full understanding of Individuals with Disabilities Act); age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent

interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

RESPONSIBILITIES INCLUDE working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 25% sitting, 10% walking, and 65% standing. This job is performed in a generally clean and healthy environment.

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

TEACHER

REPORTS TO: Principal/Director

SUMMARY

The teacher's job is to create understanding and develop critical thinking skills and a sound knowledge base. The teaching faculty forms the heart of the school. YES teachers teach multiple subjects and lead a progressive, self-contained classroom of students in a combination class. Teachers work collaboratively with one another and with non-teaching staff to build a creative and exhilarating learning environment. Teachers are responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during onsite and off-site activities. Teachers are expected to support and enforce the school's mission, core values, philosophy and its policies and procedures.

PRIMARY RESPONSIBILITIES

- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities
- Create positive educational climate for students to learn in.
- Implement instruction in order to meet course and school-wide student progress and performance goals.
- Participate in ongoing training sessions.
- Create lesson plans and modify accordingly throughout the year.
- Conduct regular assessments as instructed by administration and or Council of Directors for the purpose of determining school wide academic progress.
- Maintain grade books.
- Grade papers and perform other administrative duties as needed.
- Create projects designed to enhance lectures.
- Utilize various curriculum resources.
- Integrate competencies, goals, and objectives into teaching units.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Develop incentives to keep participants in class.
- Maintain professional relationships with any agencies and programs which interface with the school.
- Work with school program coordinators to ensure that school-wide initiatives are being met.
- Differentiate and work in small groups or individually with students as needed during class.
- Establish and communicate clear objectives for all learning activities.
- Prepare and distribute required reports.
- Observe and evaluate student's performance.

- Manage student behavior in the classroom by invoking approved disciplinary procedures.
- Maintain regular contact with all parents including newsletters, phone calls, emails and conferences.
- Supervise a morning and afternoon yard duty each week as assigned.
- Assist supervising morning recess and lunch duties daily as assigned.
- Submit the correct forms requesting time off to the office in a timely manner and arrange for a substitute teachers to cover the classroom.
- Work required school hours (8:00 am to 4:00 pm). Modification may be accommodated for reasonable needs with specific approval of the Principal.
- Dress professionally and adhere to professional code of conduct.

ADDITIONAL DUTIES

- Participate in in ?? required events per year, outreach activities, fundraisers, family events, and board meetings. (Open House, Back to School and Graduation are not considered part of the ?? events and participation/attendance are mandatory.)
- Have a strong commitment to the philosophy and success of the Environmental Science focus of the school.
- Participate in co-curricular and extra-curricular activities such as serving as an advisor to a student club, traveling and camping with students.
- Participate in professional development.
- Speak to the Administration, Teacher Representative or Council Member directly about concerns relating to the governance of the school so that issues may be resolved in a timely manner and with minimal problems to other faculty, students, families or community.

SPECIFIC QUALIFICATIONS

- Bachelor's Degree
- Possession of a valid Multiple Subject (internship, preliminary or clear) California Teaching Credential
- Desire to teach in an Environmental Science school in a rural countryside setting
- Confident in managing student behavior
- Ability to work under pressure and adapt to change easily

GENERAL QUALIFICATIONS

- Must believe in YES Charter Academy's Mission, Vision and core values
- Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships.
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YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

MAINTENANCE WORKER

REPORTS TO: Principal/Director

SALARY - \$18.00/HR.

HOURLY EMPLOYEE CLASSIFICATION

MAXIMUM MONTHLY SALARY - \$1,000.00

DEFINITION

To perform routine custodial work at YES facilities; to repair, overhaul, and maintain school buildings and grounds; to do related work as required.

EXAMPLES OF DUTIES

Confers with principal or supervisor regarding necessary repairs and maintenance at school site; repairs and maintains buildings in an operating status; performs a variety of work; cares for and maintains tools and equipment; maintains heating, venting, and air conditioning units; performs emergency field repairs; makes alterations and additions to equipment when necessary; inspects buildings and grounds for waste and hazardous conditions; operates powered vehicles; performs seasonal grounds duties.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma or equivalent. Experience in maintenance related field.

Knowledge and Skills: Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in building maintenance; ability to assess the overall condition of a facility; thorough knowledge of the uses and purpose of general maintenance, hand and

power tools and equipment; thorough familiarity with generally accepted safety practices.

Abilities: Requires the ability to perform all the essential duties with minimal supervision; must be able to use and maintain all tools, equipment and vehicles used during routine performance of duties; must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications; must be able to obtain and maintain cooperative and harmonious relations with other employees contacted during routine performance of duties.

Physical Abilities: Requires the ability to stand for extended periods of time, walk up to 400 yards and manipulate (lift, carry, move) light to medium weights of 10-50 pounds on a regular basis, over 50 pounds on an occasional basis. Climbs (e.g. ladders), stoops, kneels and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and visual acuity to operate specialized equipment and read technical and safety information.

Licenses and Certificates: Requires valid California Driver's License.