



<b>Job Title:</b> Instructional Aide	<b>Reports To:</b> Executive Director	
<b>Start Date:</b> July 2022	<b>Duration:</b> 10 months	<b>FLSA:</b> Exempt
<b>NOTE:</b> This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

### Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

### About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We will open in August 2022 with 224 students in K-5, following a slow growth model until we are at capacity with three classes in each grade level.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: [www.sagecollegiate.org](http://www.sagecollegiate.org).

### About the Role

**Instructional Aides** are part-time instructional aide positions in K-5. They will work directly with students and assist teachers and school staff members to meet the needs of students with disabilities. Instructional Aides will collaborate with general education teachers and directly report to the Executive Director and Director of Student Services.

### Professional Responsibilities

- Collaborate with teachers to support daily lessons to ensure all students master the required content.
- Perform various duties related to tutoring, teaching, and disciplining to build upon existing skills and increase present knowledge in students with disabilities.
- Assist teacher(s) with lesson instruction, activity directions, or curriculum implementation to an assigned student or a group of students.
- Modify or rephrase text, directions or classroom instructions and assist student(s) with the use of classroom materials and technology.
- Facilitate in maintaining a positive learning environment.
- Expedite positive reinforcement procedures as identified in a behavior support plan.
- Using guidance from the teacher, collect data on behaviors for behavior support plan feedback.
- Help identify students who are academically at risk and assist in implementation of effective intervention strategies.
- Provide direct intervention services to students with special needs, English Learners, and struggling learners in the classroom and small group settings.
- Build strong relationships with students, staff, and families.
- Participate actively in professional development.
- Maintain high expectations for students' academic achievement and conduct.
- Support family and student relationships through warm and efficient communication over the phone and in-person, student intake for medical and behavioral concerns, etc.
- Support school-based procedures (assist with supervision during student arrival and dismissal, snack distribution, etc.).



- Consistently model Sage Collegiate's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.).
- Establish and maintain a culture of achievement in their classroom; always uphold school-wide and class systems, rules and consequences, disciplinary codes, and incentives.
- Implement warm-strict classroom management techniques.
- Use feedback to make productive changes in performance.
- Perform other duties as assigned.

### **Professional Requirements**

- Bachelor's degree or equivalent. (We are open to discussions with those who are currently pursuing their Bachelor's degree.)
- Bilingual in Spanish is highly desirable.
- Experience working with students in traditionally underserved communities.
- Strong belief that all students can succeed.
- Critical thinker and problem-solver
- Collaborative team player
- Willingness to engage in frequent dialogue and to be self-reflective with regard to teaching practices.
- Commitment to analyzing student data to push student achievement forward.
- Ability to work with a variety of learning abilities and differentiate for those students with special needs and English Learners.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.

### **Physical Requirement**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Commitment to Diversity**

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.

### **Hiring Process**

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of founding a new public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support



our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson/Observation with reflection and feedback session  
For non-Instructional Roles: Performance Tasks with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we aim to complete the application process for candidates within a three-week timeline.

### **Rate & Benefits**

Sage Collegiate Public Charter School offers a competitive hourly rate based on experience and qualifications, and benefits. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

### **Application**

To apply, send your resume and optional cover letter to Sandra Kinne, Founder and Executive Director by email at [skinne@sagecollegiate.org](mailto:skinne@sagecollegiate.org) with the subject line of the position for which you are applying.