

Noah Webster Schools - Mesa
Job Description

Job Title: Instructional Assistant/Special Education
Department: Special Education
Reports To: Special Education Director or Special Education Teacher

SUMMARY

Performs any combination of following instructional tasks in classroom to assist teaching staff of public school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Discusses assigned teaching area with Special Education Director or Special Education Teacher and the classroom teacher to coordinate instructional efforts.

Teacher prepares lesson outline and plan in assigned area and Assistant delivers and executes lessons and plans to students.

Plans, prepares, and develops various teaching aides such as bibliographies, charts, and graphs.

Presents subject matter to student, utilizing variety of methods and techniques and follows the Effective Teaching Cycle: Review, New Material, Guided Practice, Independent Practice and Evaluation.

Administers, and grades student work in accordance with IEP expectation.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Confers with Classroom Teacher and Special Education Teacher on progress of students.

Keeps records as required by Special Education Teacher or Director.

Able to use Microsoft Word and Excel at an elementary level.

Adheres to all confidentiality policies.

Substitutes for teachers as needed for attendance at IEP meetings and other Special Education conferences.

Administer students in regular classrooms following established procedures. Be able to utilize passive restraint procedures.

Be able to use all school office machines.

Administer assessments unique to Special Education Students.

Performs duties as assigned by administration.

Follows all school policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS 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 and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school; and/a passing score on the Para Pro Assessment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIROMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Signature

Date



Application Packet For Noah Webster Schools

Thank you for your interest in Noah Webster Schools. This information should assist you in applying for a position at our school. The application process for both teaching and classified positions is described below. Applications for employment are accepted throughout the year.

Teaching Positions

For Teaching Positions the following process is followed:

- Application packet is completed
- Applicant is invited for an interview

In addition to filling out the application form, please include the following items:

- Current resume
- Copy of college transcripts
- Copy of teaching certification
- Class I IVP Fingerprint Clearance Card with the State of Arizona
Contact the AZ Department of Public Safety, 602-223-2000, or Community Wellness Center 480-892-4295
- Copy of CPR/First Aid card
- Evidence that you are highly qualified according to H.O.U.S.S.E. Rubric, Arizona Educator Proficiency Test (AEPA Elementary Ed 01 test) or NES Subtest I & II passing scores
- Any formal observation notes from previous administrators/supervisors
- Three letters of recommendation current to within one year
- Documentation of SEI hours of completed

To apply for Arizona certification you may contact the Arizona Department of Education at 602-542-4367, located at 1535 W. Jefferson St., Phoenix, AZ 85007, or visit the Arizona Department of Education website at www.ade.state.az.us.

When application materials are complete, they may be emailed to Noah Webster School, Attention: Jen Pennington (jpennington@noahwebster.org), or faxed to 480-354-3490, Attention: Jen Pennington.

Classified Positions

For Classified Positions the following process is followed:

- Application materials are completed and submitted
- Applicant is invited for an interview

Classified positions include all support staff, clerical, maintenance, bus drivers, cafeteria personnel, playground aides, and instructional coaches.

In addition to filling out the application form with this packet, please include the following:

- Current resume
- Unofficial copy of your transcripts of university credits if applying for an instructional coach position, or a copy of high school diploma
- Three letters of recommendation current to within one year
- Fingerprint Clearance Card:
 - For Instructional Aides - Class I IVP Fingerprint Clearance Card with the State of Arizona
 - For Non-Certified Positions - An ARS 15-512 Fingerprint Clearance Card with the State of Arizona
 - Contact the AZ Department of Public Safety, 602-223-2000, or Community Wellness Center 480-892-4295
- Copy of CPR/First Aid card
- AA Degree or passing score on the paraprofessional state assessment test (if applying for an instructional aide position)
- Any formal observation notes from previous administrators/supervisors
- Please note, certification and licensing requirements will vary with position applied for

When application materials are complete, they may be emailed to Noah Webster School, Attention: Jen Pennington, jpennington@noahwebster.org, or faxed to 480-354-3490, Attention: Jen Pennington.

Noah Webster School does not discriminate on the basis of race, color, national, origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities.

Please select the campus you are applying for:

☐

Mesa Campus

7301 E. Baseline Road
Mesa, AZ 85209
480-986-2335

☐

Pima Campus

5399 N. Pima Road
Scottsdale, AZ 85250
480-291-6900



Noah Webster Schools Employment Application

Name: _____
(First) (Middle Initial) (Last)

Address: _____
(Street) (City) (State) (Zip code)

Phone: _____
(Home) (Cell Phone)

Email Address: _____

Emergency Contact: _____
(Name) (Relationship)

(Work Place Name or Address) (Phone #1) (Phone #2)

Position: _____ When can you start? _____

EDUCATIONAL BACKGROUND

College or University Attended: Name, City, State	Dates Attended	Degree/Major
College or University Attended: Name, City, State	Dates Attended	Degree/Major

CERTIFICATION

List any valid teaching certifications that you presently hold.

Certification:	Expiration:	State:
Certification:	Expiration:	State:

☐ YES ☐ NO Have you ever been an employee of Noah Webster Schools?

Name used if different from present name: _____ Dates of Employment: _____

Position and Location: _____ Reason for Leaving: _____

☐ YES ☐ NO Do you presently have any relatives employed by Noah Webster Schools? If yes, please identify and specify.

Name: _____ Relationship: _____ Their Position: _____

☐ YES ☐ NO Can you perform the essential functions of the position for which you have applied, with or without reasonable accommodations?

TEACHING EXPERIENCE/REFERENCES

Please provide the information below for reference check purposes. Individuals listed must be supervisor or administrator who can comment of your job performance. References must be listed for the past five (5) years of employment, most recent first.

School:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your Supervisor/Principal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

School:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your Supervisor/Principal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

School:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your Supervisor/Principal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

OTHER WORK EXPERIENCES/REFERENCES

Company Name:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name: Address:	Position Held:	From: To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name: Address:	Position Held:	From: To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If there are any gaps in your employment history, please explain: _____

PERSONAL REFERENCES

Please provide the personal reference information of an individual(s) that will allow the school to check your background for the past ten (10) years. *(Do not include family members/relatives.)*

Name: Address:		Email:
How do you know this person:	Work Phone:	Home Phone:

Name: Address:		Email:
How do you know this person:	Work Phone:	Home Phone:

Name: Address:		Email:
How do you know this person:	Work Phone:	Home Phone:

BACKGROUND REPORTING INFORMATION

Because of the tremendous responsibility Noah Webster Schools has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Human Resources Director at jpennington@noahwebster.org.

Section I: Additional Required Information

1. ☐ YES ☐ NO Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. **If you answer "Yes" you must provide the date of termination or employment, name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.**
2. ☐ YES ☐ NO Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? **If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.**
3. ☐ YES ☐ NO Are you now being investigated or have you ever been investigated for any alleged misconduct of other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? **If you answer "Yes" you must provide the name, address and telephone number of the employer or licensing body and a statement of accusations against you.**
4. ☐ YES ☐ NO Have you ever resigned rather than face disciplinary action and/or non-renewal by an employer and/or disciplinary action against a license/certificate?
5. ☐ YES ☐ NO Have you ever been disciplined for any reason, which resulted in suspension from work?
6. ☐ YES ☐ NO Have you ever been convicted of a DUI offense?
7. ☐ YES ☐ NO Have you ever been convicted of a felony?
8. ☐ YES ☐ NO Have you ever been convicted of a sex or drug related offense?
9. ☐ YES ☐ NO Have you ever been convicted of a dangerous crime against children as defined in A.R.S. § 13.604.01?
10. ☐ YES ☐ NO Have you ever been arrested for any offense that has not yet been resolved?
11. ☐ YES ☐ NO Have you ever been fingerprinted by a law enforcement agency, arrested, convicted or pled "no contest" for any violations of law other than minor traffic offenses?

If you answered "Yes" to any of the above, you must provide the following information on a separate sheet: Police Report or Court Documentation of Resolution, Date of Incident; Place and Address of Incident; Name of Supervisor; Telephone Number; Detailed Explanation.

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? ☐ YES ☐ NO

If Yes, please explain: _____

**Noah Webster Schools
Job Description**

Job Title: Instructional Assistant

Department: Kindergarten

Reports To: Kindergarten Lead Teacher

SUMMARY

Performs any combination of following instructional tasks in classroom to assist teaching staff of Noah Webster Basic School by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Discusses assigned teaching area with classroom teachers to coordinate instructional efforts.

Prepares lesson outline and plan in assigned area and submits outline to teacher for review.

Plans, prepares, and develops various teaching aids such as worksheets, games, charts, and graphs.

Presents subject matter to students, utilizing variety of methods and techniques such as games, activities, lecture, discussion, and supervised role playing.

Prepares, administers, and grades worksheets as required.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Confers with teachers on progress of students.

Takes over for classroom teacher upon occasion.

Oversees students on the playground during recess times or before and after school.

There may be other duties assigned by the supervisor or administration of the school throughout the year.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SCHOOL COMMUNITY RESPONSIBILITIES

NWBS employees are expected to maintain positive communications and respectful behavior, maintain confidentiality in sensitive matters, be punctual and conscientious at all times, participate in site based decisions, cooperate and participate in school programs and activities as well as school social and fund raising events, demonstrate a commitment to continuous professional improvement and participate in constructive criticism as opposed to engaging in negative/harmful activities or communications.

QUALIFICATIONS

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 and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or a passing score on the ParaPro Assessment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Employee Signature Date

**NOAH WEBSTER SCHOOLS-PIMA
JOB DESCRIPTION**

Job Title: Playground Attendant
Reports To: Playground Supervisor

SUMMARY

Responsible for the children's safe play during all recesses by performing the following

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs actions of children to ensure safe play.

Assists children in playing safely on equipment.

Notifies classroom teachers of student misbehavior as needed.

Notifies Playground Supervisor of any concerns with children or equipment.

Performs other duties as assigned by administration.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SCHOOL COMMUNITY RESPONSIBILITIES

NWBS employees are expected to maintain positive communications and respectful behavior, maintain confidentiality in sensitive matters, be punctual and conscientious at all times, participate in site based decisions, cooperate and participate in school programs and activities as well as school social and fund raising events, demonstrate a commitment to continuous professional improvement and participate in constructive criticism as opposed to engaging in negative/harmful activities or communications.

QUALIFICATIONS

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 and/or EXPERIENCE

High school diploma and some related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents and other employees of the organization. .

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

CERTIFICATES, LICENSES, REGISTRATIONS

CPR, First Aid and a clean fingerprint check.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; stoop; kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

Signature

Date

**Noah Webster Schools - Pima
Job Description**

Job Title: Playground Attendant
Department: Playground
Reports To: Playground Supervisor

SUMMARY

Responsible for the Children's safe play during lunch and recess by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs actions of children to ensure safe play.

Assists children in playing safely on equipment.

Notifies classroom teachers of student misbehavior as needed.

Uses Time Out for discipline purposes as needed.

Notifies Playground Supervisor of any concerns with children or equipment.

Performs other duties as assigned by the Administration.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS 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 and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

Signature

Date

**Noah Webster Schools - Pima
Job Description**

Job Title: Instructional Assistant/Title One
Department: Title One
Reports To: Title One Director

SUMMARY

Performs any combination of following instructional tasks in classroom to assist teaching staff of public or private elementary or secondary school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Discusses assigned teaching area with Title One supervisor to coordinate instructional efforts.

Prepares lesson outline and plan in assigned area and submits outline to Supervisor for review.

Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs.

Presents subject matter to students, utilizing variety of methods and techniques and follows the Effective Teaching Cycle: Review, New Material, Guided Practice, Independent Practice.

Prepares, administers, and grades student work.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Confers with Classroom Teacher and Title One Supervisor on progress of students.

Keeps record as required by Title One Supervisor.

Performs duties as assigned by administration.

Follows all school policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SCHOOL COMMUNITY RESPONSIBILITIES

NWBS employees are expected to maintain positive communications and respectful behavior, maintain confidentiality in sensitive matters, be punctual and conscientious at all times, participate in site based decisions, cooperate and participate in school programs and activities as well as school social and fundraising events, demonstrate a commitment to continuous professional improvement and participate in constructive criticism as opposed to engaging in negative/harmful activities or communications.

QUALIFICATIONS 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 and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college ; and/or passing score on the ParaPro

Assessment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Signature

Date