

Sacramento Valley Charter School

JOB DESCRIPTION: SCHOOL SECRETARY (Punjabi-Fluent)

**Monday-Friday
8:00 AM – 4:30 PM
205 days/year
\$30.00-\$35.00/hour**

JOB DESCRIPTION:

Responsible for the smooth and efficient operation of the School Office. Provides direct administrative assistance to Principal, Assistant Principal, teachers, school staff, students and families by managing the Charter School's attendance and student records transactions, answering/screening calls, providing written communications upon request, handling confidential communication, and other related duties as directly assigned by the Principal. To perform this role successfully, an individual must perform the following duties successfully – with a focus on exemplary customer service, excellent interpersonal skills and confidentiality. The School Secretary

SUPERVISOR: Principal

ESSENTIAL DUTIES:

- Greeting and assisting school visitors and parents
- Ensuring coverage of the School Office, either personally or delegated – at all times
- Monitoring students sent to the School Office during and after school hours
- Writing letters, memos and emails as requested by the Principal
- Translating and interpreting verbal and written communication between the school, staff, students and families
- Assisting with the development and revision of numerous required Plans and handbooks (i.e., Comprehensive School Safety Plan, Local Control Accountability Plan (LCAP) and LCAP mid-year update, etc.)
- Monitoring, recording, and maintaining student attendance, records and reports in SchoolWise
- Monitoring and communicating about events on the School Calendar
- Supporting the School in compliance with the Charter and Operating MOU, including required communication related to this position or as assigned by the Principal
- Assisting in all safety protocols (e.g. building evacuations, lockdowns, fire drills, etc.)
- Ensuring the board agenda items are copied and in board packets for the board meetings and having Request to Speak Forms available before each board meeting
- Communicating ideas to the Principal for improved operating efficiency and effectiveness including recommendations for procedure and policy updates and revisions.
- General office duties: filing, photocopying, and similar administrative tasks.
- Following procedures: Adhering to approved school policies and procedures and established office protocol.
- Operating office equipment: computers, printers, copiers and other office machines.
- Maintaining a clean and organized workspace: Keeping the office tidy and aesthetically appropriate.
- Monitoring the copiers and coordinating the repairs/ordering ink
- Preparing checks and/or deposits when needed, as back up to the Office Technician and the Budget & Accounting Specialist

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- Answering and screening phone calls
- Collating and distributing printed materials upon request
- Maintaining school sign-in sheets
- Receiving teacher and staff absences and communicating with HR for absence tracking in ADP

This job description is not a complete statement of essential functions, responsibilities, or requirements, but is representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

ESSENTIAL SKILLS, KNOWLEDGE, ABILITIES, AND ATTRIBUTES

- Outstanding customer service
- Maintains confidentiality of all sensitive, privileged, or private data and information (such as protected staff health/medical information, disciplinary action, board direction from closed session, etc.)
- Maintains a high degree of professionalism and models desired behavior for other office staff
- Communicates frequently with Principal and provides important information, without prompting
- Understands of role played in promoting the positive reputation and image of SVCS
- Performs all follow-ups and updates to requests, without prompting
- Uses sound reasoning and good judgement, especially in tense, unfamiliar or unpredictable situations
- Bilingual in English and Punjabi

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school supplemented by additional training in office organization and secretarial skills. Three years of experience in an increasingly-responsible secretarial or administrative assistant position.
- Intermediate-to-advanced skills with Google Docs, MS Office programs, SchoolWise, CalPads, Adobe, and similar programs.
- Demonstrated experience working with diverse cultures and populations.

LICENSE OR CERTIFICATE:

- Possession of valid California driver's license required.
- Possession of valid First Aid and CPR Certificates are required within six months from the date of hire.

WORKING CONDITIONS AND OTHER INFORMATION:

ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in office, classroom and school environments.

PHYSICAL DEMANDS:

- Walking and/or running across campus when necessary.
- Dexterity of hands and fingers to operate a computer keyboard.

- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

HAZARDS:

Employees may encounter dissatisfied or abusive individuals.

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

IA Pay Rate Ranges Summary:

IA II, TK IA II, TK IA II (Punjabi-Fluent): \$21.00 - \$25.00/hour
IA III, TK IA III, TK IA III (Punjabi-Fluent): \$23.00 - \$28.00/hour

Special Education IA II \$22.00 - \$26.00/hour
Special Education IA III \$24.00 - \$29.00/hour

NOTES:

1: Current employees earning more per hour than the position maximum will not have their pay rate reduced but will not be eligible for a raise until the position pay rate exceeds their current rate and a raise is approved by the Board.

2: Placement on the "III" requires a 4-year degree or more.

Sacramento Valley Charter School
Job Description: Instructional Aide II
Pay Range: \$21.00 - \$25.00/hour
Board approved 10-08-2025, updated _____

JOB SUMMARY: Under the direction, guidance and supervision of the assigned certificated teacher (s), the Instructional Aide II will assist the certificated teacher (s) in the instruction, supervision, and training of individual or groups of students, support the certificated teacher in the maintenance of a safe and effective learning environment, monitor and ensure the safety and well-being of students, carry out a variety of instructional support activities, and perform clerical duties as assigned. Employees in this classification require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Aide will report directly to the assigned certificated teacher (s).

SUPERVISOR: Principal and Assigned Certificated Teacher

ESSENTIAL DUTIES:

- Assists teacher in instructing individual or small groups of students in various learning situations, including basic academic areas subject areas; tutors students as assigned
- Instructs/tutors individual or small groups of students, including those with Individualized Educational Plans, 504 Plans, PBIP (Positive Behavior Intervention Plans) and those who may be at risk academically.
- Follows classroom schedule which addresses each student's IEP/ITP goals including community and vocational goals, group instruction, any designated instructional services (DIS) and/or schedule revisions.
- Assists teacher in implementing curriculum for assigned area/s of instruction
- Under the guidance and direction of the teacher, assists in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provides positive feedback to students regarding instructional and behavioral achievements.
- Prepare student award certificates for each award recipient.
- Supervises students on the playground to ensure safety and enforcement of school rules.
- Assists in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintains safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Provides appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing

safety concerns, following proper physical restraint techniques, and displaying neutral emotions.

- Takes daily attendance and prepares attendance forms as directed by teacher.
- Supervises the preparation and serving of snacks as directed.
- Assists with the planning and preparation of educational materials and activities and maintaining individual student data binders and communication devices/books.
- Assists in setting up classroom wall displays, equipment, and learning stations; organizes instructional areas; sets up equipment as assigned; ensures that classroom equipment is in good working order.
- Gathers and prepares resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)
- Participating in the data collection process by collecting, recording, and maintaining data required by student programs, classroom records, and data computer systems as assigned by teacher.
- Under the direction of the teacher, scores students' tests, assignments, and homework
- Prepares answer keys for worksheets and tests
- Monitors and assists students during their use of Chromebooks and other school-assigned technology
- Maintains informational and operational records and files including assessment results and homework completion, attendance information, meal counts (if needed), student work folders, learning station recording, and records related to books, materials, equipment and supplies as directed by the teacher.
- Monitors inventories, orders, and equipment functionality
- As directed by the teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitors and supervises students during lunch recess, field trips, etc. as assigned
- Supervises students on the playground to ensure safety and enforcement of school rules
- Provides emotional support, problem-solving strategies, and general guidance to students
- Escorts students to and from classroom, playground, cafeteria, other scheduled classes, and during arrival and dismissal.
- Performs basic first aid in accordance with SVCS guidelines and policies
- Maintains confidentiality of student records
- Serves as an appropriate role model for SVCS students, staff, and families.
- Meets school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Participates as a team member and promotes a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Performs related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but are representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language learners.
- Basic academic subject matter understanding for the assigned grade level
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

ABILITY TO:

- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) Two years of college – 48 units – attach transcript
OR: A.A. Degree or Higher – attach transcript
OR: Pass a local assessment of knowledge and skills in assisting in instruction. (If passed, attach CBEST, or evidence of passing a Paraprofessional Exam in compliance with the Elementary and Secondary Education Act (ESEA).
- 3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance

WORKING CONDITIONS AND OTHER INFORMATION:

ENVIRONMENT:

- School environment
- Classroom, play areas, playground, cafeteria, buses during field trips, hallways, multipurpose room, other classroom spaces
- Constant interruptions
- Possible interactions with dissatisfied, hostile, or irate individuals

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

HAZARDS:

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship, status, medical condition, or any other legally protected status.

Sacramento Valley Charter School
Job Description: Instructional Aide III
Pay Range: \$23.00 - \$28.00/hour
Board approved 10-08-2025, updated _____

JOB SUMMARY: Under the direction, guidance and supervision of the assigned certificated teacher (s), the Instructional Aide III will assist the certificated teacher (s) in the instruction, supervision, and training of individual or groups of students, support the certificated teacher in the maintenance of a safe and effective learning environment, monitor and ensure the safety and well-being of students, carry out a variety of instructional support activities, and perform clerical duties as assigned. Employees in this classification require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Aide will report directly to the assigned certificated teacher (s).

SUPERVISOR: Principal and Assigned Certificated Teacher

ESSENTIAL DUTIES:

- Assists teacher in instructing individual or small groups of students in various learning situations, including basic academic areas subject areas; tutors students as assigned
- Instructs/tutors individual or small groups of students, including those with Individualized Educational Plans, 504 Plans, PBIP (Positive Behavior Intervention Plans) and those who may be at risk academically.
- Follows classroom schedule which addresses each student's IEP/ITP goals including community and vocational goals, group instruction, any designated instructional services (DIS) and/or schedule revisions.
- Assists teacher in implementing curriculum for assigned area/s of instruction
- Under the guidance and direction of the teacher, assists in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provides positive feedback to students regarding instructional and behavioral achievements.
- Prepare student award certificates for each award recipient.
- Supervises students on the playground to ensure safety and enforcement of school rules.
- Assists in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintains safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Provides appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing

appropriate de-escalation techniques to diffuse the situation, correctly prioritizing safety concerns, following proper physical restraint techniques, and displaying neutral emotions.

- Takes daily attendance and prepares attendance forms as directed by teacher.
- Supervises the preparation and serving of snacks as directed.
- Assists with the planning and preparation of educational materials and activities and maintaining individual student data binders and communication devices/books.
- Assists in setting up classroom wall displays, equipment, and learning stations; organizes instructional areas; sets up equipment as assigned; ensures that classroom equipment is in good working order.
- Gathers and prepares resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)
- Participating in the data collection process by collecting, recording, and maintaining data required by student programs, classroom records, and data computer systems as assigned by teacher.
- Under the direction of the teacher, scores students' tests, assignments, and homework
- Prepares answer keys for worksheets and tests
- Monitors and assists students during their use of Chromebooks and other school-assigned technology
- Maintains informational and operational records and files including assessment results and homework completion, attendance information, meal counts (if needed), student work folders, learning station recording, and records related to books, materials, equipment and supplies as directed by the teacher.
- Monitors inventories, orders, and equipment functionality
- As directed by the teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitors and supervises students during lunch recess, field trips, etc. as assigned
- Supervises students on the playground to ensure safety and enforcement of school rules
- Provides emotional support, problem-solving strategies, and general guidance to students
- Escorts students to and from classroom, playground, cafeteria, other scheduled classes, and during arrival and dismissal.
- Performs basic first aid in accordance with SVCS guidelines and policies
- Maintains confidentiality of student records
- Serves as an appropriate role model for SVCS students, staff, and families.
- Meets school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Participates as a team member and promotes a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Performs related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but are representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language learners.
- Basic academic subject matter understanding for the assigned grade level
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

ABILITY TO:

- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) A bachelor's degree or higher – attach transcript and degree copy
- 3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance

**WORKING CONDITIONS AND OTHER INFORMATION:
ENVIRONMENT:**

- School environment
- Classroom, play areas, playground, cafeteria, buses during field trips, hallways, multipurpose room, other classroom spaces
- Constant interruptions
- Possible interactions with dissatisfied, hostile, or irate individuals

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

HAZARDS:

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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Sacramento Valley Charter School
JOB DESCRIPTION: TK INSTRUCTIONAL AIDE II
Pay Range: \$21.00 - \$25.00/hour
Board approved 10-08-2025, updated _____

JOB DESCRIPTION:

Under the direction of the principal, and the day-to-day supervision of a certificated teacher, the TK Instructional Aide II assists students, teachers and parents in communicating effectively; assists with preparing materials and implementing lesson plans; sets up work area displays and exhibits; operates a variety of classroom equipment; distributes and collects papers; assists in the evaluation of student progress and/or implementation of student objectives; supports teachers in maintaining student files and records and in the completion of their work activities; maintains a safe and positive classroom environment; monitors, documents and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher; and assists in evaluating the English language ability of students.

ESSENTIAL FUNCTIONS

- Assists students, teachers and/or parents in communicating effectively.
- Works with students, individually or in small groups, to reinforce instruction from the teacher.
- Compiles data to document student performance and maintain updated records in accordance with established guidelines as directed by the classroom teacher.
- Assists teachers with preparing and implementing lesson plans for students.
- Confers with teachers and other personnel to assist in the evaluation of students' progress and/or implement student objectives.
- Performs various clerical support and record keeping activities to support teachers in the completion of non-instructional tasks.
- Assists the classroom teacher with maintaining a safe and positive learning environment.
- Maintains various instructional records, files, supplies and work aids to ensure that the necessary materials are available as required.
- Assists TK students with eating, use of restroom, hand washing, playing and similar activities.
- Assists in the performance of other job-related duties as assigned to accomplish instructional goals.

ASSIGNED DUTIES:

- Supervise students according to approved policies and procedures
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality

- Adhere to safety practices including safely handling hazardous materials
- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds, and also with parents.

JOB REQUIREMENTS

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) Two years of college – 48 units – attach transcript
OR: A.A. Degree or Higher – attach transcript
OR: Pass a local assessment of knowledge and skills in assisting in instruction. (If passed, attach CBEST, or evidence of passing a Paraprofessional Exam in compliance with the Elementary and Secondary Education Act (ESEA).
- 3) Prefer a minimum of 2 years' prior experience working with young children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic academic subjects appropriate for TK students
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Work with students one-on-one and in small groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collate student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by classroom teacher
- Use basic, job-related equipment including pertinent software applications
- Present information to parents as directed by classroom teacher
- Assist with problem solving by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Physical Demands Frequency Definitions Based on an 8-Hour Day: Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom Occasionally:

Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping

Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling

Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexion/rotation

Frequently

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

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Sacramento Valley Charter School
JOB DESCRIPTION: TK INSTRUCTIONAL AIDE III (10-08-2025)

Pay Range: \$23.00 - \$28.00/hour
Board approved 10-08-2025, updated _____

JOB DESCRIPTION:

Under the direction of the principal, and the day-to-day supervision of a certificated teacher, the TK Instructional Aide III assists students, teachers and parents in communicating effectively; assists with preparing materials and implementing lesson plans; sets up work area displays and exhibits; operates a variety of classroom equipment; distributes and collects papers; assists in the evaluation of student progress and/or implementation of student objectives; supports teachers in maintaining student files and records and in the completion of their work activities; maintains a safe and positive classroom environment; monitors, documents and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher; and assists in evaluating the English language ability of students.

ESSENTIAL FUNCTIONS

- Assists students, teachers and/or parents in communicating effectively.
- Works with students, individually or in small groups, to reinforce instruction from the teacher.
- Compiles data to document student performance and maintain updated records in accordance with established guidelines as directed by the classroom teacher.
- Assists teachers with preparing and implementing lesson plans for students.
- Confers with teachers and other personnel to assist in the evaluation of students' progress and/or implement student objectives.
- Performs various clerical support and record keeping activities to support teachers in the completion of non-instructional tasks.
- Assists the classroom teacher with maintaining a safe and positive learning environment.
- Maintains various instructional records, files, supplies and work aids to ensure that the necessary materials are available as required.
- Assists TK students with eating, use of restroom, hand washing, playing and similar activities.
- Assists in the performance of other job-related duties as assigned to accomplish instructional goals.

ASSIGNED DUTIES:

- Supervise students according to approved policies and procedures
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality

- Adhere to safety practices including safely handling hazardous materials
- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds, and also with parents.

JOB REQUIREMENTS

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) A bachelor's degree or higher – attach transcript and degree copy
- 3) Prefer a minimum of 2 years' prior experience working with young children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic academic subjects appropriate for TK students
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Work with students one-on-one and in small groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collate student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by classroom teacher
- Use basic, job-related equipment including pertinent software applications
- Present information to parents as directed by classroom teacher
- Assist with problem solving by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Physical Demands Frequency Definitions Based on an 8-Hour Day: Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom Occasionally:

Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping

Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling

Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexion/rotation

Frequently

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

Sacramento Valley Charter School
Job Description: Special Education Instructional Aide II
Pay Range: \$22.00 - \$26.00/hour
Board approved 10-08-2025, updated _____

JOB SUMMARY: Under the direction, guidance and supervision of the assigned certificated teacher (s), the Special Education Instructional Aide II will assist the certificated teacher (s) in the instruction, supervision, and training of individual or groups of students, support the certificated teacher in the maintenance of a safe and effective learning environment, monitor and ensure the safety and well-being of students, carry out a variety of instructional support activities, and perform clerical duties as assigned. Employees in this classification require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Aide will report directly to the assigned certificated teacher (s).

SUPERVISOR: Principal and Assigned Certificated Teacher

ESSENTIAL DUTIES:

- Assists teacher in instructing individual or small groups of students in various learning situations, including basic academic areas subject areas; tutors students as assigned
- Instructs/tutors individual or small groups of students, including those with Individualized Educational Plans, 504 Plans, PBIP (Positive Behavior Intervention Plans) and those who may be at risk academically.
- Follows classroom schedule which addresses each student's IEP/ITP goals including community and vocational goals, group instruction, any designated instructional services (DIS) and/or schedule revisions.
- Assists teacher in implementing curriculum for assigned area/s of instruction
- Under the guidance and direction of the teacher, assists in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provides positive feedback to students regarding instructional and behavioral achievements.
- Prepare student award certificates for each award recipient.
- Supervises students on the playground to ensure safety and enforcement of school rules.
- Assists in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintains safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Provides appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing

safety concerns, following proper physical restraint techniques, and displaying neutral emotions.

- Takes daily attendance and prepares attendance forms as directed by teacher.
- Supervises the preparation and serving of snacks as directed.
- Assists with the planning and preparation of educational materials and activities and maintaining individual student data binders and communication devices/books.
- Assists in setting up classroom wall displays, equipment, and learning stations; organizes instructional areas; sets up equipment as assigned; ensures that classroom equipment is in good working order.
- Gathers and prepares resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)
- Participating in the data collection process by collecting, recording, and maintaining data required by student programs, classroom records, and data computer systems as assigned by teacher.
- Under the direction of the teacher, scores students' tests, assignments, and homework
- Prepares answer keys for worksheets and tests
- Monitors and assists students during their use of Chromebooks and other school-assigned technology
- Maintains informational and operational records and files including assessment results and homework completion, attendance information, meal counts (if needed), student work folders, learning station recording, and records related to books, materials, equipment and supplies as directed by the teacher.
- Monitors inventories, orders, and equipment functionality
- As directed by the teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitors and supervises students during lunch recess, field trips, etc. as assigned
- Supervises students on the playground to ensure safety and enforcement of school rules
- Provides emotional support, problem-solving strategies, and general guidance to students
- Escorts students to and from classroom, playground, cafeteria, other scheduled classes, and during arrival and dismissal.
- Performs basic first aid in accordance with SVCS guidelines and policies
- Maintains confidentiality of student records
- Serves as an appropriate role model for SVCS students, staff, and families.
- Meets school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Participates as a team member and promotes a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Performs related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but are representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language learners.
- Basic academic subject matter understanding for the assigned grade level
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

ABILITY TO:

- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) Two years of college – 48 units – attach transcript
OR: A.A. Degree or Higher – attach transcript
OR: Pass a local assessment of knowledge and skills in assisting in instruction. (If passed, attach CBEST, or evidence of passing a Paraprofessional Exam in compliance with the Elementary and Secondary Education Act (ESEA).
- 3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
- 4) Prefer experience working with students with Special Needs in a school setting is highly desirable.
- 5) Ability to pass TB Test and Fingerprint Clearance

**WORKING CONDITIONS AND OTHER INFORMATION:
ENVIRONMENT:**

- School environment
- Classroom, play areas, playground, cafeteria, buses during field trips, hallways, multipurpose room, other classroom spaces
- Constant interruptions
- Possible interactions with dissatisfied, hostile, or irate individuals

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

HAZARDS:

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship, status, medical condition, or any other legally protected status.

Sacramento Valley Charter School
Job Description: Special Education Instructional Aide III
Pay Range: \$24.00 - \$29.00/hour
Board approved 10-08-2025, updated _____

JOB SUMMARY: Under the direction, guidance and supervision of the assigned certificated teacher (s), the Special Education Instructional Aide III will assist the certificated teacher (s) in the instruction, supervision, and training of individual or groups of students, support the certificated teacher in the maintenance of a safe and effective learning environment, monitor and ensure the safety and well-being of students, carry out a variety of instructional support activities, and perform clerical duties as assigned. Employees in this classification require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Aide will report directly to the assigned certificated teacher(s).

SUPERVISOR: Principal and Assigned Certificated Teacher

ESSENTIAL DUTIES:

- Assists teacher in instructing individual or small groups of students in various learning situations, including basic academic areas subject areas; tutor students as assigned
- Instructs/tutors individual or small groups of students, including those with Individualized Educational Plans, 504 Plans, PBIP (Positive Behavior Intervention Plans) and those who may be at risk academically.
- Follows classroom schedule which addresses each student's IEP/ITP goals including community and vocational goals, group instruction, any designated instructional services (DIS) and/or schedule revisions.
- Assists teacher in implementing curriculum for assigned area/s of instruction
- Under the guidance and direction of the teacher, assists in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provides positive feedback to students regarding instructional and behavioral achievements.
- Prepare student award certificates for each award recipient.
- Supervises students on the playground to ensure safety and enforcement of school rules.
- Assists in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintains safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Provides appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing safety concerns, following proper physical restraint techniques, and displaying

neutral emotions.

- Takes daily attendance and prepares attendance forms as directed by teacher.
- Supervises the preparation and serving of snacks as directed.
- Assists with the planning and preparation of educational materials and activities and maintaining individual student data binders and communication devices/books.
- Assists in setting up classroom wall displays, equipment, and learning stations; organizes instructional areas; sets up equipment as assigned; ensures that classroom equipment is in good working order.
- Gathers and prepares resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)
- Participating in the data collection process by collecting, recording, and maintaining data required by student programs, classroom records, and data computer systems as assigned by teacher.
- Under the direction of the teacher, scores students' tests, assignments, and homework
- Prepares answer keys for worksheets and tests
- Monitors and assists students during their use of Chromebooks and other school-assigned technology
- Maintains informational and operational records and files including assessment results and homework completion, attendance information, meal counts (if needed), student work folders, learning station recording, and records related to books, materials, equipment and supplies as directed by the teacher.
- Monitors inventories, orders, and equipment functionality
- As directed by the teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitors and supervises students during lunch recess, field trips, etc. as assigned
- Supervises students on the playground to ensure safety and enforcement of school rules
- Provides emotional support, problem-solving strategies, and general guidance to students
- Escorts students to and from classroom, playground, cafeteria, other scheduled classes, and during arrival and dismissal.
- Performs basic first aid in accordance with SVCS guidelines and policies
- Maintains confidentiality of student records
- Serves as an appropriate role model for SVCS students, staff, and families.
- Meets school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Participates as a team member and promotes a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Performs related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but are representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language learners.
- Basic academic subject matter understanding for the assigned grade level
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

ABILITY TO:

- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) A bachelor's degree or higher – attach transcript and degree copy
- 3) Prefer a minimum of two years' experience working with children in an educational and/or classroom setting.
- 4) Experience working with students with special needs in a school setting is highly desirable.
- 5) Ability to pass TB test and fingerprint clearance

WORKING CONDITIONS AND OTHER INFORMATION: ENVIRONMENT:

- School environment
- Classroom, play areas, playground, cafeteria, buses during field trips, hallways, multipurpose room, other classroom spaces
- Constant interruptions
- Possible interactions with dissatisfied, hostile, or irate individuals

PHYSICAL DEMANDS: The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

HAZARDS:

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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Sacramento Valley Charter School
JOB DESCRIPTION: TK INSTRUCTIONAL AIDE II (PUNJABI-FLUENT)
Pay Range: \$21.00 - \$25.00/hour
Board approved 10-08-2025, updated _____

JOB DESCRIPTION:

Under the direction of the principal, and the day-to-day supervision of a certificated teacher, the TK Instructional Aide II (Punjabi-fluent) assists students, teachers and parents in communicating effectively; assists with preparing materials and implementing lesson plans; sets up work area displays and exhibits; operates a variety of classroom equipment; distributes and collects papers; assists in the evaluation of student progress and/or implementation of student objectives; supports teachers in maintaining student files and records and in the completion of their work activities; maintains a safe and positive classroom environment; monitors, documents and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher; and assists in evaluating the English language ability of students.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Punjabi-fluent TK Instructional Assistant is assigned to assist teachers of TK students whose English language skills require bilingual instructional support. The primary purpose of this classification is to provide direct instructional support to assigned students and translate or interpret information as needed.

ESSENTIAL FUNCTIONS

- Translates verbal and written communications to assist students, teachers and/or parents in communicating effectively.
- Works with students, individually or in small groups, to reinforce instruction from the teacher.
- Compiles data regarding student progress in language acquisition to document student performance and maintain updated records in accordance with established guidelines as directed by the classroom teacher.
- Assists teachers with preparing and implementing lesson plans for students with limited English language proficiency including translating instructional materials, interpreting information and/or modifying materials.
- Confers with teachers and other personnel to assist in the evaluation of students' progress and/or implement student objectives.
- Performs various clerical support and record keeping activities to support teachers in the completion of non-instructional tasks.
- Assists the classroom teacher with maintaining a safe and positive learning environment.
- Maintains various instructional records, files, supplies and work aids to ensure that the necessary materials are available as required.

- Assists TK students with eating, use of restroom, hand washing, playing and similar activities.
- Assists in the performance of other job-related duties as assigned to accomplish instructional goals.

ASSIGNED DUTIES:

- Supervise students according to approved policies and procedures
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials
- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds, and also with parents.

JOB REQUIREMENTS

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) Two years of college – 48 units – attach transcript
OR: A.A. Degree or Higher – attach transcript
OR: Pass a local assessment of knowledge and skills in assisting in instruction. (If passed, attach CBEST, or evidence of passing a Paraprofessional Exam in compliance with the Elementary and Secondary Education Act (ESEA).
- 3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic academic subjects appropriate for TK students
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Translate written materials and oral communication from English to a Punjabi language and from Punjabi language to English
- Work with students one-on-one and in small groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collate student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by classroom teacher
- Use basic, job-related equipment including pertinent software applications
- Present information to parents as directed by classroom teacher
- Assist with problem solving by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Physical Demands Frequency Definitions Based on an 8-Hour Day: Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom Occasionally:

Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping

Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling

Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexion/rotation

Frequently

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

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Sacramento Valley Charter School
JOB DESCRIPTION:
TK INSTRUCTIONAL AIDE III (PUNJABI-FLUENT)
Pay Range: \$23.00 - \$28.00/hour
Board approved 10-08-2025, updated _____

JOB DESCRIPTION:

Under the direction of the principal, and the day-to-day supervision of a certificated teacher, the TK Instructional Aide III (Punjabi-fluent) assists students, teachers and parents in communicating effectively; assists with preparing materials and implementing lesson plans; sets up work area displays and exhibits; operates a variety of classroom equipment; distributes and collects papers; assists in the evaluation of student progress and/or implementation of student objectives; supports teachers in maintaining student files and records and in the completion of their work activities; maintains a safe and positive classroom environment; monitors, documents and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher; and assists in evaluating the English language ability of students.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Punjabi-fluent TK Instructional Assistant is assigned to assist teachers of TK students whose English language skills require bilingual instructional support. The primary purpose of this classification is to provide direct instructional support to assigned students and translate or interpret information as needed.

ESSENTIAL FUNCTIONS

- Translates verbal and written communications to assist students, teachers and/or parents in communicating effectively.
- Works with students, individually or in small groups, to reinforce instruction from the teacher.
- Compiles data regarding student progress in language acquisition to document student performance and maintain updated records in accordance with established guidelines as directed by the classroom teacher.
- Assists teachers with preparing and implementing lesson plans for students with limited English language proficiency including translating instructional materials, interpreting information and/or modifying materials.
- Confers with teachers and other personnel to assist in the evaluation of students' progress and/or implement student objectives.
- Performs various clerical support and record keeping activities to support teachers in the completion of non-instructional tasks.
- Assists the classroom teacher with maintaining a safe and positive learning environment.

- Maintains various instructional records, files, supplies and work aids to ensure that the necessary materials are available as required.
- Assists TK students with eating, use of restroom, hand washing, playing and similar activities.
- Assists in the performance of other job-related duties as assigned to accomplish instructional goals.

ASSIGNED DUTIES:

- Supervise students according to approved policies and procedures
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials
- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds, and also with parents.

JOB REQUIREMENTS

QUALIFICATIONS:

- 1) High school diploma or the equivalent
- 2) A bachelor's degree or higher – attach transcript and degree copy
- 3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic academic subjects appropriate for TK students
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Translate written materials and oral communication from English to a Punjabi language and from Punjabi language to English
- Work with students one-on-one and in small groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collate student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by classroom teacher
- Use basic, job-related equipment including pertinent software applications
- Present information to parents as directed by classroom teacher
- Assist with problem solving by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Physical Demands Frequency Definitions Based on an 8-Hour Day: Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom Occasionally:

Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping

Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling

Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexion/rotation

Frequently

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

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Name	Class/Grade	Current Job Description	Current Hourly Rate	Proposed Job Description	Proposed Hourly Rate (or G=No Change)
G. Ventura	2nd Grade	IA	\$20.00	IA II	\$22.00
J. Torres	KN	IA	\$30.00	IA II	\$30.00-G
M. Kaur	ELD	IA	\$28.00	IA II	\$28.00-G
G. Kaur	2nd Grade	IA	\$20.00	IA II	\$22.00
D. Dhillon	1st Grade	IA	\$30.00	IA III	\$30.00-G
K. Kaur	Elem Punjabi- Shared	IA	\$25.00	IA III	\$25.00
P. Sidhu	5th Grade	IA	\$28.00	IA III	\$28.00
P. Saini	KN	IA	\$30.00	IA III	\$30.00-G
Raj. Kaur	6th grade	IA	\$27.00	IA III	\$28.00
R. Sidhu	4th Grade	IA	\$21.00	IA III	\$25.00
S. Singh	3rd Grade	IA	\$20.50	IA III	\$22.00
E. Corleto	1st Grade	IA	\$20.00	Re-evalaute in January	\$20.00
C. Randhawa	Special ED	IA Spec Ed	\$25.00	Spec. Ed. IA III	\$25.00
Ram. Kaur	TK	IA TK (Punjabi-Fluent)	\$25.00	TK IA II (Punjabi-Fluent)	\$25.00
Open Position	Intervention	IA		TBD	

Actual
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Sacramento Valley Charter School

JOB DESCRIPTION: INSTRUCTIONAL ASSOCIATE: SPECIAL EDUCATION

(Hourly Pay: \$34.00 - \$39.00)

JOB SUMMARY: Under the direction and guidance of an assigned certificated Education Specialist, the Instructional Associate: Special Education will help ensure that Students with Special Needs are provided with the academic support necessary to make progress toward, as well as meet their Individualized Educational Plan (IEP) goals. Employees in this role require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Associate: Special Education will report directly to Sacramento Valley Charter School's Special Education Administrator.

ESSENTIAL FUNCTIONS: Under the direction and guidance of the Education Specialist, the Instructional Associate: Special Education will support the school's special education program as follows:

- Attend IEP meetings as directed by the Special Education Administrator.
- Assist the Education Specialist in the administration of student assessments.
- Help develop a student contact schedule based on each student's IEP.
- Help ensure that each student receives the required number of minutes as per his/her IEP
- Assist in the monitoring of student progress.
- Record daily student attendance.
- Offer constructive feedback to students and parents on areas of improvement, as well as celebrate student achievements.
- Utilize a variety of instructional strategies, resources, and materials to accommodate diverse learning styles as well as promote student academic achievement and well being.
- Provide appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing safety concerns, following proper physical restraint techniques, and displaying neutral emotions.
- Assist with the planning and preparation of educational materials and activities; maintain individual student data binders and communication devices and/or books.
- Gather and prepare resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)

- Participate in the data collection process by collecting, recording, and maintaining data related to students' assessment results and progress towards their IEP goals
- Assist the Education Specialist in preparing students' progress reports
- Under the direction of the Education Specialist, score students' tests, assignments, and homework
- Monitor and assist students during their use of Chromebooks and other school-assigned technology
- Maintain informational and operational records and files including assessment results and homework completion, attendance information, student work folders, and records related to books, materials, equipment and supplies as directed by the Education Specialist.
- As directed by the Education Specialist, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Maintain confidentiality of student records
- Under the guidance and direction of the Education Specialist, assist in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provide positive feedback to students regarding instructional and behavioral achievements.
- Assist in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintain safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Serve as an appropriate role model for SVCS students, staff, and families.
- Meet school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Perform basic first aid in accordance with SVCS guidelines and policies
- Participate as a team member and promote a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Perform related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but is representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language learners and students with disabilities.
- Subject matter understanding for the assigned subject and grade level
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

ABILITY TO:

- Work with students one-on-one and in groups
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by the Education Specialist
- Use basic, job-related equipment
- Present information to parents as directed by the Education Specialist
- Assist with problem solving by following the lead and direction of the Education Specialist
- Learn methods, procedures, and functions of assigned duties

REQUIREMENTS:

- 1) Bachelor of Arts Degree in Education or closely related field of study
- 2) Previous teaching experience in elementary or middle school.
- 3) Prior experience working with students in a classroom setting
- 4) Prior experience working with Students with Special Needs in a school setting
- 5) Ability to work with various grade levels and accommodate diverse student needs
- 6) Excellent interpersonal skills and collaboration skills
- 7) Ability to pass TB and Fingerprint Test Clearance
- 8) First Aid Certificate within 3 months of employment; maintain valid certification
- 9) CPR certificate within 3 months of employment; maintain valid certification

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids

- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

HAZARDS:

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship, status, medical condition, or any other legally protected status.

Sacramento Valley Charter School

JOB DESCRIPTION:

INSTRUCTIONAL ASSOCIATE: GRADES K-5

(Hourly Pay Range: \$34.00 - \$39.00)

JOB SUMMARY: Under the direction and guidance of an assigned certificated teacher, the Instructional Associate will assist assigned the certificated teacher in creating engaging lesson plans, delivering grade-level-appropriate curricula, using instructional materials to meet students' diverse needs, and assessing student progress. Employees in this role require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Associate will report directly to the principal.

SUPERVISOR: Principal

ESSENTIAL FUNCTIONS: Under the direction and guidance of a certificated teacher, the Instructional Associate will assist and support teachers in the implementation of Sacramento Valley Charter School's instructional program as follows:

- Help develop engaging lesson plans that meet the needs of diverse learners, especially students with disabilities and English learners.
- Assist in the assessment of student progress.
- Record daily student attendance.
- Offer constructive feedback to students and parents on areas of improvement, as well as celebrate student achievements.
- Utilize a variety of instructional strategies, resources, and materials to accommodate diverse learning styles as well as promote student academic achievement and well being.
- Under the guidance and direction of the assigned teacher, assist in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provide positive feedback to students regarding instructional and behavioral achievements.
- Prepare student award certificates for each award recipient.
- Assist in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintain safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.

- Provide appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing safety concerns, following proper physical restraint techniques, and displaying neutral emotions.
- Assist with the planning and preparation of educational materials and activities; maintain individual student data binders and communication devices and/or books.
- Assist in setting up classroom wall displays, equipment, and learning stations; organize instructional areas; sets up equipment as assigned; ensure that classroom equipment is in good working order.
- Gather and prepare resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)
- Participate in the data collection process by collecting, recording, and maintaining data required by student programs, classroom records, and data computer systems as assigned by the classroom teacher.
- Under the direction of the teacher, score students' tests, assignments, and homework
- Prepare answer keys for worksheets and tests
- Monitor and assist students during their use of Chromebooks and other school-assigned technology
- Maintain informational and operational records and files including assessment results and homework completion, attendance information, student work folders, and records related to books, materials, equipment and supplies as directed by the certificated teacher.
- Monitor inventories, orders, and equipment functionality
- As directed by the classroom teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitor and supervise students during field trips as assigned
- Maintain confidentiality of student records
- Serve as an appropriate role model for SVCS students, staff, and families.
- Meet school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Perform basic first aid in accordance with SVCS guidelines and policies
- Participate as a team member and promote a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
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- Record keeping techniques
- Basic clerical practices and procedures

ABILITY TO:

- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

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Sacramento Valley Charter School

Principal's Report to SVCS School Board

Wednesday, November 12, 2025

Activities/Events/Meetings

1. Attended Solutions Tree Professional Learning Communities Conference in Tacoma, WA. Sessions Attended:
 - a. How to Schedule Professional Learning Communities Trainings by topic throughout the school year to maximize staff training
 - b. Educator Wellness: Taking care of your school; taking care of yourself (physically, mentally, emotionally, socially)
 - c. Leading with Compassion and Empathy (putting yourself in the shoes of your employee/s)
 - d. How to Monitor Your School's Professional Learning Communities at Work
 - e. How to Stay the Course for Your School's Professional Learning Communities
2. Personnel Matters - Employee Discipline
3. Began working on Charter Renewal with Leadership Team
4. Distributed the At-Will Agreements for Credentialed Staff
5. Accepted Resolution presented by Yolo County Office of Education to commemorate Diwali as a holiday in California
6. Conducted Teacher Observations
7. Conducted Emergency Drills (earthquake, fire)
8. Conducted Professional Development for All Staff: Review of Mandated Reporter Guidelines
9. Worked on required reports with Fiscal Consultant
10. Accepted Invitation to Speak as a Presenter at the February California Charter School Association in Long Beach, CA
11. Created 2026-2027 Instructional Calendar
12. Meetings: IEP; SST; Parents; Students; Teachers; Other Staff