

Kalmiopsis Community Arts High School

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Title I-A Assistant Job Description

KCA's Mission: *Where it's okay to be who you are while discovering your place in the world.*

KCA's Four Guiding Principles:

1. Youth Leadership Grows Genuine Confidence
2. Creative Expression is a Human Right
3. Rural Communities Count
4. Multiple Perspectives Build a Better World

KCA is a Title I-A public charter high school in Three Rivers School District, Josephine County, Oregon. The school opened its doors on August 28, 2023. The student population is limited to 64 students, and our demographics are predominantly low-income with a high rate of housing insecurity. The school is free, receives funding from the Oregon Department of Education, and is subject to the same laws and requirements as other public high schools in Oregon. The school is located in Cave Junction, which is part of the rural Illinois Valley, comprising the city of Cave Junction and the smaller communities of Selma, Kerby, Takilma, and O'Brien.

We collaborate with our community whenever possible. It is our priority to act with a transdisciplinary, multicultural, and socially-engaged mindset. At KCA, we have built a culture based on trust, practicing Restorative Justice in case of conflict or violation of our cooperatively determined rules. We implement punitive measures only rarely and in extreme cases. Creativity and the arts serve as the heart and foundation of our program.

Position Summary

The Title I-A Assistant supports the instructional program under the supervision of licensed staff by working directly with students who qualify for Title I-A services. The assistant helps assess students' reading, writing, and math skills; implements targeted academic interventions; provides one-on-one and small group support; and assists in monitoring student progress. This role contributes to improving student achievement in identified areas based on Title I-A programming and funding requirements. The Title I-A Assistant also supports Teacher Leaders and community teachers with various tasks.

Reports to: Teacher Leaders

Employment type: Part-time (0.5 FTE). Two positions are available at 0.5 FTE/each.

Dates: The position runs the duration of the Spring Semester, January 26 - May 28, 2026. Contract renewal is possible for the 2026-2027 academic year contingent upon continuation of federal Title I-A grant funding. Please reference the school's Academic Calendar, located on the

school website, for the dates of holidays and school breaks.

Schedule: Monday – Thursday (7:45am – 1:45pm) with an unpaid half-hour lunch break from 11:30am – 12:05pm.

Essential Duties and Responsibilities

- Provide academic support and intervention to eligible students, in small groups or individually, in reading, writing, and math.
- Collaborate with classroom teachers to implement instructional plans aligned with student needs.
- Use a variety of instructional strategies and tools to reinforce learning.
- Monitor and record student progress; provide feedback to teachers.
- Maintain confidentiality of student records and performance data.
- Support a safe, respectful, and positive learning environment.
- Assist teachers with record-keeping, copying, filing, grading assignments, data entry, and taking attendance.
- Assist teachers in the set-up and maintenance of the classroom, materials, and supplies.
- Assist teachers, when directed, in communicating with parents/guardians.
- Report safety, sanitary, and fire hazards immediately to teachers.
- Professionally represent the school and the District in interactions with students, family, community members, and staff.
- Follow and maintain knowledge of all applicable school/district policies and procedures.
- Interact thoughtfully and kindly with students, staff, and families.
- Work to resolve conflict using Restorative Justice practices.
- Dress appropriately for the position and be punctual.
- Perform other duties as assigned by Teacher Leaders in support of the Title I-A program.

Additional Duties and Responsibilities

- Attend paid monthly all-staff meetings and professional development training as needed.
- Complete Safe Schools training courses (annual requirement).
- Mandatory reporter for suspected child abuse to the Child Welfare Office or a law enforcement agency as obligated by law. If you suspect a known child in the district is being abused, you must also report it to a Teacher Leader. Training provided.
- Perform minor first aid in compliance with District policy(ies) and complete required paperwork in a timely fashion. First Aid and CPR training is preferred.

Minimum Qualifications

- Associate's degree or at least 48 college credits, or successful completion of a state-approved paraprofessional assessment (as per Title I-A requirements).
- Previous experience working with teenagers in an educational setting is preferred; an empathetic understanding of adolescence and genuine joy in working with teenagers is a must.
- Ability to follow directions, instructional plans, and routines.

- Ability to communicate fluently both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations with students and other school staff.
- Ability to appropriately communicate with students, teachers, and parents.
- Ability to exercise good judgment and work in an environment with constant interruptions.
- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to solve algebraic and geometric equations at the high school level.
- Ability to use grammatical, mechanical, and English spelling conventions; construct effective informational, argumentative, and narrative writing; use tools of literary analysis; provide reading fluency and comprehension support; and provide detailed, constructive feedback to students.
- General knowledge of computer usage and ability to use email, internet, spreadsheet, database, and word-processing software. Google applications are strongly preferred.
- Ability to pass a background check and potential drug screening.
- Patience, flexibility, and a collaborative attitude.

Work Environment and Physical Requirements

The school has multiple classrooms, all of which are managed by the Teacher Leaders. The school also has a kitchen/dining room, student common area, office, tutoring room, counseling room, Black Box Theater, garden, and fenced lot. Noise levels are generally low to moderate, yet the environment is occasionally loud depending on student activities and population. Staff are occasionally exposed to wet or humid conditions, as well as outdoor weather. Exposure to bloodborne pathogens may also occur. Candidates of all physical abilities are encouraged to apply, as we would cooperatively create solutions that provide reasonable accommodations.

Compensation & Benefits

Compensation is hourly at \$20. The position is 0.5 FTE and is eligible for accrual of paid sick leave and vacation time as well as pro-rated pay for federal holidays that occur during the school year. Staff who work 600 hours or more per year qualify for retirement through Oregon PERS (KCA picks up 6% Employee Contribution). A free, healthy breakfast and lunch are provided to all students and staff; our chef can accommodate most dietary restrictions.

Evaluation

Performance will be evaluated annually by the Teacher Leaders in accordance with KCA policies.

Statement of Nondiscrimination

KCA does not discriminate on the basis of race, color, national origin, sex, marital status, sexual orientation, gender identity, religion, disability, or age in its enrollment, hiring, educational programs, or extracurricular activities. Our nondiscrimination policy is in accordance with the Title VI Act of 1964, the Title IX Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.