



Central Academy of Arts and Technology
INSTRUCTIONAL ASSISTANT

Reports to Assistant Principal

Organizational Overview

The Central Academy of Arts and Technology, founded by LinkEd Public Schools, is an independent public charter school located in the city of Bakersfield, California. Opening with grades TK-8 in 2023, the Central Academy of Arts and Technology (Caat) will add a new grade every school year up to 12th grade and implement a college preparatory arts and technical education where students actively engage in unique learning programs. We are an intentionally diverse, college-bound academy where we hold high expectations for our students, parents, leaders, teachers, and staff to ensure a supportive and successful learning environment.

Job Description

We are looking for a dedicated Instructional Aid to join our team and support our educators in delivering high-quality education. The ideal candidate will assist teachers in the classroom, help manage student behavior, and provide additional support to students with diverse learning needs. Responsibilities include preparing classroom materials, facilitating small group instruction, supervising students during non-classroom times, and helping with administrative tasks. The Instructional Aid will also collaborate with teachers to implement lesson plans and provide feedback on student progress.

Key Responsibilities

- Assist in the implementation of instructional activities and lesson plans.
- Support classroom management and maintain a positive learning environment.
- Work with individual students and small groups to reinforce learning concepts.
- Prepare and organize instructional materials and resources.
- Supervise students during recess, lunch, and other activities outside of the classroom.
- Assist in the assessment and documentation of student progress.

- Perform other duties as assigned by the classroom teacher or school administration.

Qualifications

- High school diploma or equivalent required; associate's degree or higher preferred.
- Previous experience working with children or in an educational setting is highly desirable.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with teachers, staff, and students.
- Patience, creativity, and a passion for education.

Why Join Us?

At The Central Academy of Arts and Technology, you will be part of a supportive community that values innovation, creativity, and a commitment to excellence in education. We offer opportunities for professional growth and development, a collaborative work environment, and the chance to make a meaningful impact on the lives of our students.

Application Process

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position. Applications will be reviewed on a rolling basis until the position is filled.

Non-Discrimination Policy

Caat is an equal-opportunity employer and is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. We intend to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act),

domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. The School is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. We are strongly committed to hiring a diverse and multicultural staff and encourage applications from traditionally underrepresented backgrounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions