



Clerical Assistant

Work in a dynamic Spanish immersion school where innovation and collaboration are at the core of our daily routine.

DESCRIPTION:

Classified Vacancy

Position: Office Clerk & Recess Student Support Permanent/Probationary M-F, 6 Hrs/Day (Start Date As Soon As Possible) #327

Employing District: Fuente Nueva Charter School

Apply By: Open until filled

Contact Name: Beth Wylie, Charter Director, 707-822-3348

QUALIFICATIONS:

Work with a dynamic team as a self-starter who has strengths in collaboration. Must hold high level of clerical office skills and fluency with varied software on a PC highly desired. Must enjoy working with kids in school setting. Employment contingent upon Livescan and TB clearance. Letters of Reference are optional. Please be sure to list professional references on application. Submit applications via email to bwylie@fuentenueva.org or by mail.

GENERAL INFORMATION:

At Fuente Nueva, we are excited to offer a full Spanish immersion program. Students learn a second language by studying all core content areas in Spanish. Lessons are supported with teaching strategies that enable students to build their language skills while also mastering the objectives of the lesson.

English is formally introduced in second grade with just four hours of instruction a week. The amount of formal English instruction increases as the students matriculate through the grades. Students gain a strong foundation in their second language by learning to read and write in Spanish first.

Studies show that this is the most effective way for immersion students to gain the most proficiency in both a first and second language. *To read extensive information about our immersion program see the area on our website entitled, "What is Immersion Education".*

SALARY:

Placement on salary schedule.

APPLICATION:

To apply, follow the job link below to the Humboldt County Office of Education. Position is open until filled.

<http://apps.humboldt.k12.ca.us/employment/jobs/view/2485>

WE VALUE:

- a supportive and stimulating academic environment that nurtures the whole child,
- multilingual communication abilities and appreciation,
- empathy, compassion, and respect for cultural and ecological diversity,
- a lifelong love of learning, and
- collaboration and team work among community members.

The **Fuente Nueva Charter School Mission** is to empower students to become engaged world citizens through a challenging and creative Spanish immersion program emphasizing academic excellence, the arts, community, and social responsibility. Students thrive in a dynamic and supportive learning environment that recognizes the unique needs and talents of the whole child.

La misión de **Fuente Nueva Charter School** es empoderar a los estudiantes de ser ciudadanos activos del mundo con un programa de inmersión en español que tiene un énfasis en la excelencia académica, las artes, la comunidad y la responsabilidad social. Los estudiantes desarrollan en un ambiente dinámico que apoya el aprendizaje y las necesidades y talentos de todos los niños.

For more information about our school visit our website at the link below.

<http://apps.humboldt.k12.ca.us/sites/fuentenueva/>

