



PERSONNEL COMMISSION

Class Code: 0601
Salary Range: 12 (C1)

INSTRUCTIONAL AIDE - MOBILE CLASSROOM

JOB SUMMARY

Under general supervision, drive a vehicle designed for use as a mobile classroom to various locations for instructional purposes; perform a variety of instructional and clerical duties to free the instructor from routine work related to the implementation of educational programs; reinforce lesson plans and assist students in reaching established educational goals and objectives; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Drive a vehicle designed for use as a mobile classroom to various locations for instructional purposes. **E**
- Conduct daily safety and mechanical inspection of mobile classroom vehicle(s) before use. **E**
- Refuel, service and prepare vehicle for operation including installed equipment on the auxiliary diesel, etc. **E**
- Maintain vehicle(s) in clean and safe operating order. **E**
- Keep records of vehicle(s) operating performance and complete required periodic reports on the operating condition and mechanical defects. **E**
- Report in a timely manner, operating, maintenance and/or mechanical problems to transportation authority. **E**
- Present routine instructional materials to individuals, small groups of students under the direct supervision of certificated staff. **E**
- Inform teacher or specialist of student progress and/or problems. **E**
- Observe and record information concerning student behavior and/or other significant data. **E**
- Oversee and monitor pupils while in attendance in the mobile classroom; and to and from their regular classroom. **E**
- Administer, score and record test results. **E**
- Prepare labels, charts, bulletin boards, and displays as requested. **E**
- Review and prepare requisition orders for supplies when inventory is low. **E**
- Move and transport equipment for use from one vehicle to another or from vehicle to site location. **E**
- Initiate contact with applicable individuals to provide for the installation and lock down of computers. **E**
- Set up and arrange supplies and equipment for student use. **E**

- Perform a variety of routine clerical and record keeping activities such as filing, taking attendance, filling out forms, correcting papers, keeping lesson plan booklets, operating a typewriter, duplicating equipment. ***E***
- Compile lists and prepare reports from available data. ***E***
- Oversee and perform clean up activities. ***E***
- Establish, maintain and support standards for classroom cleanliness, and student personal conduct and discipline. ***E***
- May participate in parent/teacher conferences.
- May participate in and assist in parent and staff training programs, meetings, workshops, etc.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Instructional Aide-Mobile Classroom is required to operate vehicles utilized within the mobile classroom program by driving from one site to another according to established schedules or instructions. Incumbents are not authorized to transport students or staff in these vehicles nor are the vehicles large enough to require a commercial driver's license. Therefore, incumbents are not required to be qualified as a bus driver or have any other special license qualifications beyond: a California Class C driver's license, a safe driving record, and possessing proof of continued insurability. While at their destination, the incumbent will function as an Instructional Aide. Some assignments may involve two or more work locations requiring the incumbent to travel between sites within the regular workday.

EMPLOYMENT STANDARDS

Knowledge of:

Safe driving practices.

Provisions of the California Motor Vehicle Code for Class C Driver's license certification and applicable travel laws.

Effective instructional and study techniques.

General classroom management techniques.

English usage, spelling, grammar and punctuation.

Basic math.

Basic record keeping.

Demonstrate a willingness to work collaboratively as an educational team member.

Ability to:

Operate a vehicle while continually observing legal and defensive driving practices.

Read and interpret instruments, meters, gauges, and maps.

Perform safety inspections on vehicles used in the mobile classroom program, such as

fueling, service, etc. in a timely and appropriate manner.

Adhere to route(s) and time schedules.

Present prepared and approved classroom material to students.

Tutor and reinforce reading skills.

Perform basic math calculations.

Operate a variety of office equipment, such as a typewriter, duplicating machine, laminator, computer, etc.

Work well and adapt to situations while working with students.

Demonstrate and provide a positive role model to students in such areas as, reading, writing, speaking, personal development, etc.

Exhibit enthusiasm for the concept of learning in all areas within the approved instructional program.

Communicate effectively to understand student needs and concerns.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted during the course of work.

Demonstrate a willingness to work collaboratively as an educational team member.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience:

Experience working with children in a structured environment is desirable. Experience operating a passenger van, mobile home, recreational vehicle, large truck or bus is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Positions in this classification require possession of a valid California Class C driver's license and a driving record acceptable to the District for insurance purposes.

Successful completion of the District provided "Mobile Classroom Safety and Road Handling" course is required prior to the completion of probation.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

WORKING ENVIRONMENT

Mobile classroom located within a vehicle.

Office environment.

Driving a vehicle to conduct work.

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Exposure to fumes, dust, odors and oil/grease.

Working at heights or on ladders while inspecting and cleaning the mobile classroom.

PHYSICAL DEMANDS

Sitting for extended periods of time.

Reaching, pulling and pushing to open mobile classroom doors.

Bending at the waist, kneeling or crouching to inspect and wash mobile classroom.

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Seeing to operate a vehicle.

Hearing and speaking to exchange information.

Lift and carry supplies and equipment weighing up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 08/11/1994

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