

INSTRUCTIONAL ASSISTANT - FARM FACILITY

DEFINITION:

Under general supervision of the school Principal or designee, plans, schedules, coordinates and implements a unique program introducing elementary students to the responsibilities involved in the care, feeding and learning respect for a variety of domestic farm animals and basic farming/gardening techniques for supplemental and educational enrichment purposes; and to perform related work as required.

CLASS CHARACTERISTICS:

The Instructional Assistant - Farm Facility is a single incumbent paraprofessional class characterized by requiring working out-of-doors on the 2 acre Student Environmental Learning Facility (SELF) at Golden View Elementary School, specializing in the care, feeding, grooming and raising typical barnyard animals and in assisting teachers in establishing and maintaining a basic vegetable/floral gardening facility. The incumbent is expected to assume responsibility for providing the assigned supplemental or enrichment subject(s) and overseeing the overall operation and maintenance of the facility at a skilled level with a considerable degree of independence.

EXAMPLES OF DUTIES:

Organizes and provides instruction to students on a variety of domestic farm and non-dangerous wild animal care including: feeding, watering, grooming, first aid treatment, and cage/yard cleaning. *E*

Presents information to students and answers questions regarding animal behaviors, animal problems/concerns, various plants, trees, and other environments located on the facility. *E*

Provides scheduling and supervision of students for yard maintenance activities, i.e., raking, sweeping, weeding, watering, etc. *E*

Assists teachers with the garden, providing gardening tools, information about planting, fertilizing and caring for vegetables and/or floral plants, ensures the automated watering system is working properly. *E*

Coordinates and schedules student and parent volunteers to feed the animals and clean the facility on weekends, Winter/Spring recesses and during the Summer. When appropriate arrangements cannot be made during times when school is not in session, the incumbent feeds and cares for animals as necessary. *E*

Responds to emergencies occurring at the facility during off hours as necessary and/or required. *E*

Provides grooming and medical treatments to animals and acquires veterinary treatment as necessary. *E*

Cleans animal cages and grounds areas, weeds the farm facility and performs minor maintenance and repairs as necessary. *E*

Orders food and other supplies for the feeding of animals and care of the facilities gardening activities. *E*

Works with community groups, such as PTO, mothers clubs, mommy & me and pre-school visits, scouting troops to arrange visits, donations for feed and care of animals, adoption of pets, and various activities and/or projects, oversees Eagle Scouts working on pre-approved farm facility construction projects.

Works with Huntington Beach Wildlife Rescue to provide a facility and care for injured wildlife until they can be released to the environment.

Performs related work as required.

E denotes an essential function of the job.

SUPERVISION:

General supervision and daily direction is received from the school Principal or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic care, feeding and sanitation requirements of domestic farm animals;
Basic grounds maintenance and gardening techniques;
General needs and behaviors of children;
Correct English usage, including grammar, spelling and punctuation;
Simple record keeping and basic mathematics;
Modern office equipment and procedures.

Ability to:

Provide instruction and technical information to students on a variety of animal husbandry and agricultural subjects;
Generate enthusiasm for learning about animals and agriculture;
Utilize a variety of general maintenance tools and equipment;
Organize and maintain order among variety of activities;
Learn District and school operations, policies, procedures, and practices;
Analyze situations accurately and make judgments without immediate supervision;
Communicate clearly in English, both orally and in writing;
Maintain a variety of records, i.e., feeding, medical, monetary donations, etc.;
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and passing the Instructional Assistant Competency Examination is required. Some specialized training/courses/experience in the fields of animal husbandry, agriculture, environmental studies or background in 4H, Future Farmers of America, farming or agriculture is desirable. Paid or volunteer experience in working with school age children is desirable.

LICENSES REQUIRED

A valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The job requires predominately standing, walking and physical agility sufficient to move about on both hard, soft and uneven surfaces; frequently climbs step stools and ladders, bends, and stoops; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 50 pounds; visual acuity sufficient to see and observe student activities and animal behavior throughout the facility; speech and vocal capacity sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to tell when an animal is having difficulty or a student is being disruptive. The working environment is out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to dust, pollen, odors and gases generated by compost and animal waste; has direct contact with students and school staff and is exposed to minor and on occasion to severe, contagious illnesses; Employment contingent upon passing a physical and back evaluation test.