



## PERSONNEL COMMISSION

**Class Code: 0601**  
**Salary Range: 12 (C1)**

### INSTRUCTIONAL AIDE - MOBILE CLASSROOM

#### JOB SUMMARY

Under general supervision, drive and operate a vehicle under the guidelines and requirements set forth by the Transportation Branch, designed for use as a mobile classroom to various non-District assigned locations for instructional purposes, and under the immediate supervision of the Project Administrator (Special Projects Services) 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.*

- 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**
- Listen to and drill students in reading, spelling, mathematics, or other subjects according to the direction and guidance from a teacher or specialist. **E**
- Present routine instructional material(s) to individuals, small groups or to entire classroom of students. **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*
- Operate, assist and instruct students in the procedures used to properly operate audiovisual equipment. *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 bus to another or from bus 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*
  - Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. *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 it from one site to another according to established schedules or instructions. Incumbents are not authorized to transport students and/or staff in this vehicle and therefore are not required to be qualified as a bus driver; nor 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.

Administer first aid or necessary physical assistance to ill or distressed students.

**Ability to:**

Operate a vehicle with a five-speed stick shift transmission, 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.

Administer first aid.

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 van, mobile home, 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.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**WORKING ENVIRONMENT**

Mobile classroom located within a bus.

School office setting.

Under/in/throughout bus area to check for preventative maintenance, problems, safety factors.

May be exposed to cleanser fumes, dust, dirt and gasoline fumes.

The incumbent is also required to drive the mobile classroom vehicle(s) during periods of inclement weather conditions and in times of severe traffic congestion. More than one vehicle may be assigned during the course of the workday.

**PHYSICAL DEMANDS**

May include lifting, pushing, pulling, climbing, bending, kneeling or squatting.

*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.

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