



PERSONNEL COMMISSION

**Class Specification
Salary Range: 20 (C1)**

CLASS CODE

TITLE

0458

INSTRUCTIONAL ASSISTANT - GANG PREVENTION

0459

INSTRUCTIONAL ASSISTANT - GANG PREVENTION (R)

JOB SUMMARY

Under immediate supervision, assist in the effective instruction of students and reinforce lessons in gang awareness programs of instruction in a classroom or learning center; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; 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.

- Prepare and organize instructional activities and materials relating to the anti-social and/or violent behavior gangs exhibit in community neighborhoods; present information on gang member dress and appearance, graffiti, and gang attempts to recruit new members. **E**
- Assist in developing curriculum and planning for the preparation and delivery of gang awareness and prevention program instructional materials. **E**
- Hand out to, and collect a survey from students at the beginning of the gang prevention program and after the final presentation in order to assess what the students have understood and retained. **E**
- Distribute written anti-gang information such as brochures and homework sheets to students as part of the instructional materials. **E**
- Participate in the effective instruction of students by such activities as tutor students individually or in groups; lead and facilitate group discussions, class projects, or related activities. **E**
- Inform teachers or specialist of student progress and or problems. **E**
- Observe and record information about student behavior, achievement level, and other significant pupil related data. **E**
- Make telephone calls or home visits in connection with such matters as recruiting students for magnet programs, student attendance or related problems, make up school work support, etc. **E**
- Participate in parent/teacher conferences. **E**

- Confer with school administrators to outline gang prevention program objectives and set up the instructional schedule; meet with faculty and staff to present program content and explain objectives. *E*
- Observe and identify at risk students susceptible to gang influence and refer for counseling or give preliminary counseling and then refer the student. *E*
- Review and score student work assignments or tests. *E*
- Maintain work area in a clean and orderly condition. *E*
- Perform related classroom support activities such as taking attendance, maintaining records, conducting inventories, typing, operating duplicating or photo copy equipment, preparing reports, schedules. *E*
- Monitor or direct the activities of such other classroom support personnel as College Teacher Aides, volunteers, student assistants, etc. *E*
- Provide in-service training to other staff within subject matter area of expertise. *E*
- Remain abreast of developments within subject matter area of expertise. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. *E*
- May make presentations to groups such as parents or community assemblies to explain program goals, objectives, or activities.

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

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. Incumbents actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. The Instructional Assistant - Gang Prevention applies a thorough knowledge of gang activities and behavior in presenting lessons to the students and others, and is sensitive to the student that gang members may influence. Incumbents follow a schedule for making presentations at elementary and middle schools throughout the District.

EMPLOYMENT STANDARDS

Knowledge of:

Basic educational reference material.
Ethnic groups and cultural diversity in community neighborhoods.
Gang organization, symbols and rituals.
Group behavior and group dynamics.

Basic concepts of child development and behavior, and behavior intervention.
Effective instructional and study techniques.
Computer operating systems and operating procedures.
General classroom management techniques.
English usage, spelling, grammar, and punctuation.
Basic math.
Basic record keeping.
First aid.

Ability to:

Participate in the development of curriculum related to gang prevention.
Evaluate and grade student produced lessons.
Present classroom materials.
Work well with children; encourage positive learning patterns.
Give first aid or necessary physical comfort to ill or distressed students.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Lift and move computers, printers, or related audio-visual equipment and supplies in order to position them for student work, display, etc.
Set up and operate such classroom or general office equipment as computers, audio-visual equipment, typewriter, photocopier, laminator, etc.
Develop a sensitivity to the various cultural differences appropriate to the programmatic area of instruction.
Effectively monitor or direct the activities of assigned personnel.
Demonstrate a positive role model to students.
Motivate students not to join gangs.

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.

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to the activities of this classification, such as education, sociology, mental health, psychology, guidance and counseling or criminal justice.

Experience:

One year experience providing guidance or related instructional assistance to a teacher, or working with youth in a community organization or institution.

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

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

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.

RESTRICTED - When this designation is used the field of competition for any restricted position in a classification is limited to prospective new employees in:

- (a) Low income groups (Ed. Code 45105 or 45108), as specified by the Board of Education, *Or*
- (b) Persons residing in specifically designated areas of the community (Ed. Code 45105 and 45108) as specified by the Board of Education, *Or*
- (c) Mentally, physically, or developmentally disabled persons (Ed. Code 45259) as specified by the Board of Education.

A restricted designation limits the ability of potential workers in our community to apply for and be considered for employment on an equal basis. It also limits some rights of the new employee who is selected to fill a restricted position unless, and until other provisions of the Code relative to the classified service are met by the individual. (See Education Code 45108 or 45259 for relevant details)

WORKING ENVIRONMENT

Typical school site or classroom environment, learning center, community setting, playground or school bus.
Travel from school to school.

PHYSICAL DEMANDS

Some assignments require the lifting and positioning of boxes of computer paper. May include kneeling, crouching or crawling on floor or under equipment.

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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