



## PERSONNEL COMMISSION

**Class Code: 0460**  
**Salary Range: 20 (C1)**

### INSTRUCTIONAL ASSISTANT - GARDENING

#### JOB SUMMARY

Under general supervision, participate in reinforcing a variety of academic subject areas related to gardening concepts such as planting, watering, landscaping and harvesting to individual or small groups of students; plan for and prepare gardening activities and events; perform related duties as assigned.

#### EXAMPLE 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.*

- Participate in reinforcing a variety of academic subject areas related to gardening concepts such as planting, watering, landscaping and harvesting to individual or small groups of students. **E**
- Confer with school site administrators and teachers regarding gardening activities, resources and information which enhance academic lesson plans taught in the classroom and meet the needs of students. **E**
- Plan for and prepare gardening activities and events which relate to current academic and nutrition programs; participate in the development and implementation of gardening program goals, policies and procedures. **E**
- Prepare instructional materials, bulletin boards and exercises relating to plant life and the growth of plants, flowers, vegetables, trees and herbs including topics such as composting, harvesting, edible plantings, plant growth, recycling and weeding. **E**
- Guide students through various aspects of garden preparation, planting, cultivation and general maintenance; demonstrate gardening techniques and proper use of gardening tools and equipment. **E**
- Schedule use of gardening areas and plots; maintain garden calendars; observe and monitor behavior of students in the gardening areas according to approved procedures; assure the safety of students during gardening activities. **E**
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance. **E**
- Initiate and maintain contact with suppliers of gardening materials and equipment such as private companies, businesses and others to donate or purchase materials and equipment including fertilizer, oil, seeds, seedlings, hoes and rakes. **E**
- Maintain inventory of gardening materials and equipment; assure adequate levels of gardening supplies and order as needed. **E**
- Prepare and maintain a variety of records and files related to assigned activities. **E**
- Operate a variety of office and classroom equipment such as a copier, laminator, telephone and a computer and assigned software. **E**

- Attend and participate in a variety of meetings, workshops, in-services and training programs as assigned. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***E***

*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. They 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 - Gardening participates in reinforcing a variety of academic subject areas related to gardening concepts such as planting, watering, landscaping and harvesting to individual or small groups of students. This includes preparing instructional materials, bulletin boards and exercises relating to plant life and the growth of plants, flowers, vegetables, trees and herbs including topics such as composting, harvesting, edible plantings, plant growth, recycling and weeding. The incumbent will possess excellent communication skills to motivate and guide students through various aspects of garden preparation, planting, cultivation and general maintenance.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General instructional methods and techniques.

Techniques, methods and current trends of gardening.

Garden planning and maintenance practices.

Operation of gardening materials and equipment.

Classroom procedures and appropriate student conduct.

Child guidance principles and practices.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Basic first aid.

**Ability to:**

Participate in reinforcing a variety of academic subject areas related to gardening concepts such as planting, composting, watering, landscaping and harvesting.  
Prepare instructional materials, bulletin boards and exercises relating to plant life and the growth of plants, flowers, vegetables, trees and herbs.  
Plant, irrigate, prune, fertilize and cultivate gardens, trees, plants and herbs.  
Operate and demonstrate proper use of gardening tools and equipment.  
Observe and monitor behavior of students in the gardening areas.  
Guide students through various aspects of garden preparation, planting, cultivation and general maintenance.  
Demonstrate understanding and patience toward students.  
Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities.  
Interpret, apply, and explain applicable laws, codes, rules and regulations.  
Prepare and maintain a variety of records and files.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Operate a variety of office and classroom equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Administer first aid or necessary physical comfort to ill or distressed students.

**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 coursework relating to the activities of this classification such as biology, landscape design, botany, horticulture, agronomy, agriculture or chemistry.

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.

**Experience:**

One year of experience working in gardening, landscaping, horticulture or at a plant nursery and six months of experience working with children in a structured environment.

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Indoor garden shed and classroom environment.  
Outdoor garden environment.  
Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate gardening and office equipment.  
Hearing and speaking to exchange information.  
Bending at the waist, stooping, kneeling or crouching.  
Seeing to perform work.  
Pushing, pulling, lifting and carrying moderately heavy objects weighing up to 40 pounds.  
Walking over rough or uneven surfaces.  
Digging.  
Reaching overhead, above the shoulders and horizontally.

*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  
Revised: 10/24/2002  
Revised: 8/23/2007  
Revised: 6/23/16