

**Position:** Instructional Aide III – Life Lab

**Department:** School Site

**Reports To:** Site Principal

**Pay Grade:** 13

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### **SUMMARY**

Supports and enhances elementary school learning through preparation of classroom materials, outdoor training and instruction in horticulture and other physical sciences. Create lesson plans and schedule the site's classroom participation. Provides instruction and assessment of student performance and reports on academic progress as required.

### **NATURE AND SCOPE**

Under general supervision, exercises latitude and discretion in developing the class programs and layout and design of exhibits and learning sites. Work relationships are predominantly with students and teachers. Work may require routine exposure to the elements when conducting outside classes.

### **DISTINGUISHING CHARACTERISTICS**

Level III Instructional Aides have well-developed skills, knowledge and training in a single area of educational support. Advancement to this level would require a minimum of a two-year degree or specialized training or certification in life sciences.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Maintains Life Lab sites such as the nursery, etc.
- Plan, coordinate, implement and provide standards based, hands-on science, environmental science, nutrition instruction to groups of students in an outdoor environmental education classroom environment; adjust lessons and/or location based on weather and season.
- Research and prepare instructional materials, lesson plans, safe equipment demonstrations and student assignments according to approved District policies and procedures; utilize approved curriculum guides.
- Observe and manage behavior of students in an outdoor classroom according to approved District policies and procedures; report progress regarding student performance and behavior.
- Perform a variety of specialized and general garden care and maintenance duties throughout the year including weeding, pruning, amending soil, and minor irrigation system repairs; utilize a variety of gardening tools, equipment and supplies.

- Order, receive, and store outdoor gardening supplies, materials and equipment; maintain inventories assuring the adequate quantities are available for timely instructional use; monitor expenses and maintain program budget; perform fundraising activities for garden supplies and curriculum materials.
- Operate a variety of office equipment including a computer and assigned software.
- Assure the health and safety of students by following established practices and procedures; maintain outdoor learning environment in a safe, orderly and clean manner.
- Perform a variety of clerical duties related to the Life Lab instructional program; prepare and maintain records and reports as necessary.
- Communicate with volunteers, community supporters, interns, District staff and others to schedule garden maintenance, exchange information, and resolve issues or concerns regarding Life Lab programs and activities.
- Coordinate the operation and maintenance related to an assigned garden; supervise student projects in hands-on science; gardening environmental educations and nutrition; train and provide work direction to students and volunteers; assist volunteers, staff and students in the safe use of a variety of gardening tools, equipment, materials, and supplies
- Have a procedure in place in case class has to be cancelled
- Performs related duties and responsibilities as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge, Skills and Abilities:** In-depth technical knowledge of instructional aide practices and child development practices and principles required. Advanced study (college-level) in the area of life, botanical sciences and horticulture desired. Knowledge of working with children, including those with special needs and have the ability to provide individualized instruction. Specialized skills in the design and construction of special exhibits is desirable.

**Abilities:** An essential requirement is the ability to design, develop and instruct in horticultural and/or natural history interpretative programs. Ability to recognize and work within the limitations of special education or handicapped students required. Requires the ability to balance emotional support and exercise good judgement when dealing with behavioural problems.

**Physical Abilities:** Requires sufficient arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

**Experience and Training:** Minimum AA degree in physical science, education or a related field or equivalent training preferred. Must pass the District's Basic Skills Test applicable to the position in the absence of the above. Minimum of three years experience working with students in a formal or structured

setting required. Experience with interpretative programs strongly desired. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

**Licenses or Certificates:** First aid and CPR certification desired.

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