



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - FARM FACILITY

JOB SUMMARY:

Under supervision of the site administrator 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 farm animals and basic farming/gardening techniques for supplemental and educational enrichment purposes.

CLASS CHARACTERISTICS:

This position is distinguished from other positions in that the primary duties of this class involve 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 of farm animals such as chickens, ducks, geese, goats, pigs and more. This position will also assist certificated staff 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) for students and overseeing the overall operation and maintenance of the farm facility at a skilled level with a considerable degree of independence.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Organize and provide instruction to students on a variety of farm animal care including: feeding, watering, grooming, and cage/yard cleaning; ***E***

Present information to students and answer questions regarding animal behaviors, animal problems/concerns, various plants, trees, and other environments located on the facility; ***E***

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

Assist with the garden, providing gardening tools, information about planting, fertilizing and caring for vegetables and/or floral plants, ensure the automated watering system is working properly; ***E***

Coordinate and schedule student and parent volunteers to feed the animals and clean the facility on weekends, recess periods and during the summer. When appropriate arrangements cannot be made during times when school is not in session, the incumbent will feed and care for the animals as necessary; ***E***

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

Provide grooming and medical treatment to animals and acquire veterinary treatment as necessary; *E*

Clean animal cages and grounds areas, weed the farm facility and perform minor maintenance and repairs on farm facility structures as necessary; *E*

Order food and other supplies for the feeding of animals and care of the facilities gardening activities; *E*

Keep the community informed about any updates related to the Golden View farm facility and tips on how to provide proper care for pets and animals;

Conduct research as necessary related to the best practices in animal care;

Keep up to date and accurate records of animal care, feeding, donations, etc.;

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

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from the site administrator or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic care, feeding and sanitation requirements of farm animals;
- Basic grounds maintenance and gardening techniques;
- General needs and behaviors of children;
- English usage, including grammar, spelling and punctuation;
- Basic record keeping=;
- Safety procedures and techniques;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

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 for minor repairs of farm facility structures;
- Organize and maintain order among a variety of activities with volunteers, students, and community groups;
- Learn District and school operations, policies, procedures, and practices;
- Analyze situations accurately and make judgments without immediate supervision;
- Operate various office equipment, including data and word processing equipment and software programs;
- Communicate effectively with children and adults orally and in writing;
- Maintain a variety of records accurately, i.e., feeding, medical, monetary donations, etc.;
- Work independently, understand and carry out instructions;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in animal husbandry, agriculture, or environmental studies is desirable.

Experience:

- Some specialized training or experience in the fields of animal husbandry, agriculture, environmental studies or background in 4H youth organization, Future Farmers of America, farming or agriculture is desirable.
- Some paid or unpaid experience working with school age children in a learning situation is desirable.

LICENSES REQUIRED:

May require a valid and appropriate California Driver License in order to pick up supplies, equipment or respond to emergency situations.

All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification adopted by Personnel Commission 5/6/03

Reviewed with no revisions 10/12/06

Job Description Review and Revisions Effective: 7/9/15