

Ontario–Montclair School District

CLASS SPECIFICATION Classified Trainer Range 40

GENERAL PURPOSE

Under general supervision, promotes academics, art, music, sportsmanship, and creativity and fosters good character in student participants. Promote a safe and secure environment for students, staff, and participants, following school policies and procedures. Supervises assigned students in various settings, including classrooms, common areas, practice areas, locker rooms, buses, school fields, multipurpose rooms, and throughout activity periods. Prepares instructional materials with staff support and implement lesson plans; performs routine clerical and supportive tasks for instructional personnel; cleans, maintains, and set-up equipment for education classes and related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides academic and/or visual and performing arts instruction to assigned groups of students during regular school hours, before/after school, summer school, and other non-instructional calendar day activities/events.
2. Provides direction to groups of students in intramural and after-school activities/events. Monitors students while they are participating in drills, exercises, and other activities.
3. Assists the assigned students in learning appropriate social skills through the use of visual and performing arts, cooperative physical games, exercises, and sports or other activities; prepares student behavior reports and discusses concerns and issues with teachers; assists with student discipline and conflict resolution; accompanies students as needed; may provide basic first aid to students as needed.
4. Sets up classroom spaces, fields or event rooms, courts, and supplies for activities; organizes, controls, supervises, maintains, and monitors activity/event equipment and supplies; evaluates safety conditions and promotes the safety of student activities; educates students regarding the proper care of materials/equipment and use of facilities.
5. Maintains student attendance records, permission slips, and health information during activities, including checking in and out of students during activities.
6. May work with site administrators, staff, and/or the Athletics and Activities Department designee(s) in scheduling facilities for lessons, activities, events, practices, and competitions.
7. Models good sportsmanship behavior and maintains appropriate conduct towards peers, players, staff, officials, and spectators.
8. Participates in District-sponsored events and special activities, including Parent's Night, banquets, award nights, and Pep Assemblies.

9. May work on weekends, after school, and during non-instructional calendar days (i.e. Summer School, Winter Break, Spring Break).

QUALIFICATIONS

Knowledge of:

1. Methods and practices of the designated activity.
2. Correct English usage, including spelling, grammar, and punctuation.
3. Materials, supplies, and equipment used in and outside of the classroom, team, and individual activities.
4. Methods and techniques for setting up activities and courts for lessons, competitions, and performances.
5. Basic first-aid methods and techniques.
6. Health and safety regulations.
7. Basic record-keeping techniques.

Ability to:

1. Organize, set priorities, and exercise sound judgment within areas of responsibility.
2. Understand, explain, and apply District policies, rules, and regulations related to areas of responsibility.
3. Maintain classroom and athletic facilities in a clean and sanitary condition.
4. Perform basic first aid.
5. Organize and maintain confidential student records and files.
6. Communicate clearly and effectively orally and in writing.
7. Understand and follow written and oral instructions.
8. Use tact, discretion, courtesy, and patience ~~in~~ when dealing with sensitive and challenging situations.
9. Establish and maintain effective working relationships with District faculty, staff, students, and others encountered in this class.

Education, Training, and Experience:

High School Diploma or GED; Associate Degree or higher preferred, First Aid Certificate and CPR Certificate for after-school programs. One year of progressively responsible experience in providing supervision or direction of group activities to children; or some combination of education, training, and experience that produces the requisite knowledge and ability for the specified activity.

Licenses; Certificates; Special Requirements:

Possession of a valid California Driver's License and a good driving record; Possession of a Red Cross Multi-Media First Aid Certificate or equivalent certificate from the American Heart Association or National Safety Council approved agency.

Upon acceptance of the district's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. The employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 25 pounds, frequently lift and move up to 10 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, students and others encountered in this class.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in athletic facilities, outdoor venues, and inclement weather. The noise level in the work environment can be loud.

Board Approved: July 20, 2023