Twin Hills Union School District

Position Announcement

APPLE BLOSSOM SCHOOL INSTRUCTIONAL & YARD ASSISTANT
5 days per week, Monday through Friday, up to 27 hours per week
Temporary Short-Term Assignment with potential for extension

The Instructional and Yard Assistant is under the supervision of and is evaluated by the Site Administrator, and under the direction of the classroom teacher(s). The Instructional and Yard Assistant assists the teacher in carrying out the goals and objectives of the districts education program in a variety of ways which require discretion and judgement in order to meet the individual needs of the students and is responsible for supervising and maintaining a safe and orderly environment for all students during lunch and all recesses including going to and coming from these activities. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
  - High School diploma or equivalent
  - One year experience working with elementary school age children (can be as a volunteer)
- **Knowledge of:**
  - English in written and verbal form including the use of correct grammar and vocabulary
  - Organizational skills
  - Technology in an educational setting
  - Campus rules and regulations affecting school behaviors; methods of dealing with students under normal as well as adverse circumstances; enforcement techniques
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, maintain confidentiality
  - Demonstrate good mental, emotional and physical health
  - Be prompt and present a neat, clean appearance
  - Pass the Instructional Assistant Proficiency Test if you do not possess an associate's (or higher) degree
  - Monitor and control large groups of students, enforce the school rules, maintain discipline, be firm and consistent
  - Be on feet on playground for extended periods of time
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher(s) in assigned instructional areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well-being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Lead small groups or whole class in reading, math, and art lessons under teacher(s) guidance
- Perform paper correcting functions as requested
- Collect, mark and record schoolwork
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- On rainy days assist with supervision of students in MUR or classroom
- Supervise students while they eat, helping as necessary, maintaining order and ensure eating area is clean after use by instructing students to pick up after themselves
- When supervising students assume responsibility for their safety and well-being and maintain order and discipline through caring, respectful strategies
- Report all injuries incurred by children to teacher or school office. Do not move student in event of broken bones or head injuries, send someone to office for help
- Help organize and supervise games for students during play periods
- Promote positive socialization. Deal with playground arguments and disturbances in a fair manner as they arise, do not put off complaints. Mediate student discussion after receiving a complaint, referring serious or repeated problems to the site administrator
- Periodically patrol buildings and check inside appropriate restrooms
- Walk around assigned area while supervising, do not stand in one place
- Restrict all observations, never discuss a child's behavior off site or with inappropriate school personnel
- Report all injuries incurred by children to teacher or site administrator
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Participate in staff/aide meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:
Range A
Range S-2/3 - Substitute

Essential Job Functions

(Constantly = over 2/3 time, frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the schoolroom setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➢ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Applications are due by noon on Friday October 2, 2026**