

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: INSTRUCTIONAL ASSISTANT-ENVIRONMENTAL SCIENCE PARK**

### **BASIC FUNCTION:**

Under the direction of the site principal, plan, prepare, schedule, and implement environmental science park activities related to the academic program at the elementary school site; maintain the environmental science park as a safe outdoor classroom learning environment; provide assistance to other school site staff and teachers in the implementation of the environmental science park projects.

### **REPRESENTATIVE DUTIES:**

Prepare and implement environmental science park activities which correlate with science, social sciences, and language arts curriculum; assist teachers with classroom lessons which integrate science and social studies hand-on activities; examine all areas of the curriculum as background for innovative garden activities.

Coordinate and schedule daily and weekly garden activities with all classroom teachers and the site principal.

Maintain the environmental science park as a safe outdoor classroom learning environment by planning, scheduling, and performing on-going maintenance; explore ways to enhance garden design and garden areas through seasonal plantings within the park.

Plan, schedule, and implement garden activities for students, staff, parents, volunteers, and community groups; serve as a liaison with community agencies, businesses, universities and colleges to secure educational resource assistance for the environmental science park.

Plan and implement fund raising activities to benefit the environmental science park; research and apply for private and public grants; assist site staff members in the initiation and completion of grant proposals related to the environmental science park; establish partnerships with the local business community.

Attend conferences and meetings related to environmental science park activities; provide presentations to school and outside groups; maintain contact with other schools and other school environmental science parks to enhance and support the program.

Maintain necessary records pertaining to garden planting and educational programs.

Assist the site principal in ordering and maintaining materials necessary for the park.

Meet with site leadership and faculty to provide regular reports regarding the park status and activities.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### Knowledge of:

Various methods, tools, materials required for the maintenance of an environmental science park;  
Plants and planting appropriate to the environmental science park;  
Record keeping techniques;  
Computer software and hardware necessary for record keeping;  
Interpersonal skills using tact, patience and courtesy;  
Basic principles of providing direction to students;  
Oral and written communication skills;  
Procedures for research, development and implementation of grant proposals;  
Health and safety regulations and practices pertaining to the position;  
Safety practices and work methods.

### Ability to:

Perform a variety of park and garden maintenance activities;  
Work effectively with site and community groups;  
Prioritize, schedule, monitor and review activities;  
Coordinate park activities with other site staff;  
Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment; move objects weighing over 80 pounds using safe and proper methods and/or equipment.  
Meet schedules and timelines;  
Understand and follow oral and written directions;  
Communicate effectively both orally and in writing;  
Deliver presentations regarding the Environmental Science Park to community groups;  
Analyze situations accurately and adopt an effective course of action;  
Work cooperatively and effectively with others;  
Order and maintain supplies and materials;  
Perform manual labor;  
Work and interact with elementary age students;  
Work independently with little direction.

## EDUCATION AND EXPERIENCE:

Any combination equivalent to: one or more years of college education including or supplemented by course work or training in a related field such as landscape maintenance, nursery employment, and experience with elementary students.

## LICENSES AND OTHER REQUIREMENTS:

Valid California drivers' license.

## WORKING CONDITIONS:

Outdoor environment, classroom environment, subject to adverse weather conditions, lifting and manual labor.