



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

INSTRUCTOR – GUIDANCE SUPPORT

DEPARTMENT/SITE: SCHOOL SITE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 42

WORK YEAR: 10 Months

REPORTS TO: SITE PRINCIPAL OR DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of Site Principal and School Counselor to intervene with referred students and provide feedback and strategies to District teachers and provide assistance in the presentation of guidance programs in the elementary schools. The incumbents in this classification provide the school community with instructional services which directly support student learning.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructor – Guidance Support is assigned to provide small group and whole class support services to assist students to succeed in the classroom; to plan and implement presentation and materials related to specialized area of instruction to enrich the academic program.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Meet with small groups of students and/or model class meetings to deal with issues such as social skills, aggression, self-regulation strategies, emotion regulation and executive functioning.
- Maintain counseling records and provide summaries and reports as needed for Individualized Educational Plan (IEP) and SST meetings.
- Communicate with parents regarding student needs.
- Assist teachers with positive behavior intervention.
- Conduct structured play such as organized games that encourage sportsmanship.
- Teach problem solving by mediating conflict resolutions.
- Support school-wide programs (e.g., assemblies, clubs or other programs) that assist with Social Emotional Learning (SEL) initiatives; support/implement SEL programs; participate as member of the SEL team, and attend SEL meetings, when available.
- Instruct small groups and classroom guidance lessons; support classrooms with self-awareness and self-management strategies.

- Assist in activities that support student leadership (e.g., service projects, student assemblies, student council, etc.).
- Plan and implement classroom presentations on topics such as diversity, kindness, character-building traits, social skills and emotion regulation.
- Support students on the playground for friendship skills and conflict resolution; help support playground supervisors by providing/training strategies to support students; conduct structured play such as organized games that encourage sportsmanship; assist in conducting inservice for playground personnel.
- Provide assistance to and interact with students to support them in their social-emotional well-being.
- Maintain records of students' progress and attendance as assigned.
- Maintain a variety of records, files and resource materials for use in guidance programs; maintain learning environment in a safe and orderly condition.
- Assist Student Services Department with developing and/or presenting at Parent Education programs.
- Administer first aid for the purpose of providing emergency care.
- Collect student data; provide feedback to school staff as appropriate.
- Demonstrate positive, respectful and age-appropriate interactions with students across all school settings as demonstrated by positive tone of voice and pointing out successes of students.
- Report observations and incidents relating to specific students, for example, discipline, accidents, illnesses, etc.
- Resolve conflicts & disputes for the purpose of maintaining orderly conduct.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Instructional and tutorial procedures
- General needs and behavior of children
- Safety practices
- Interpersonal skills including use of tact, patience and courtesy

Skills:

- Read, write and understand the English language
- Correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

- Develop and maintain collegial relationships with staff
- Work effectively with all children including those with special needs
- Maintain confidentiality
- Maintain cooperative working relationships with staff, students and parents
- Assume the responsibilities involved in working independently with pupils
- Understand and follow oral and written direction
- Communicate effectively, both orally and in writing; be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality
- Provide a satisfactory role model for students in terms of language, appearance and attitude
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

High school diploma or the equivalent.

Two years of college (48 units), **or**

A.A. degree (or higher) in a related field, **or**

Pass a local assessment of knowledge and skills in assisting in instruction.

B.A. degree in related field preferred.

EXPERIENCE REQUIRED:

One (1) year of experience involving direct personal contact responsibilities in education, tutoring, counseling or similar assignments.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Must possess and maintain current First Aid certification and CPR certification.
- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Classroom, playground and/or other outdoor environments
- Carry and/or lift up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to observe students
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting or standing for extended periods of time
- Run, move quickly in order to keep up with children in the classroom or playground
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases