
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code:05311
Salary Range: 12 (C1)

INSTRUCTIONAL AIDE – ART

JOB SUMMARY

Under general supervision, assist certificated staff in reinforcing instructional activities for students in art classes and lessons, including set-up and clean-up; manage art materials and supplies; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Confer with certificated staff to plan art activities, discuss student academic progress and behavior, and implement art activities to meet the individual needs of students, including lessons in drawing, painting, mixed media and three-dimensional art. **E**
- Tutor individual or small groups of students in various art projects; explain and reinforce art-making techniques and concepts. **E**
- Instruct and assist students in the safe use of art tools and equipment. **E**
- Participate in the monitoring, discipline, and behavior modification of students; redirect or report inappropriate student behaviors; implement behavior plans for students in accordance with District procedures; record and report student behavior issues. **E**
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, and maintaining records and files. **E**
- Prepare various materials for art instruction, including consumable art supplies such as paint, watercolor, paper, clay, and craft materials. **E**
- Coordinate the organization and storage of student art that requires multiple steps over a period of time, such as storing painted artwork to dry. **E**
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. **E**
- Assist in the cleanup of art lessons, and properly clean and maintain non-consumable tools and equipment such as paintbrushes, printing brayers, rollers, and clay tools. **E**
- Maintain and organize art supplies and assist in taking inventory and ordering new supplies as needed. **E**
- Prepare and organize student artwork for display and exhibition purposes. **E**
- Operate a variety of office and instructional equipment such as a paper cutter, ruler, computer, copier, telephone and CD and DVD players. **E**
- Receive and file forms received from students. **E**

- Perform a variety of classroom associated clerical work such as sorting, filing, record-keeping, completing forms and applications, collecting monies, measuring, cutting, and duplicating materials. ***E***
- Assist in classroom organizing activities such as displaying educational materials, preparing bulletin boards and teaching aids, and arranging furniture to facilitate instructional needs; replenish supplies and materials for classroom use. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***E***
- Attend a variety of meetings and in-service trainings. ***E***
- Push or pull students in a wheelchair as assigned by the position. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Instructional Aide – Art assists and participates in the instruction and performance of students in art classes, including lessons in drawing, painting, mixed media and three-dimensional art. Incumbents work in a classroom or learning center, providing instructional support to the teacher and are present to reinforce the learning capabilities of students.

EMPLOYMENT STANDARDS

Knowledge of:

Child guidance principles and practices.

Safe practices in an art classroom, including safe use of art-related tools and materials.

Basic art subjects taught in District schools, including lessons in drawing, painting, mixed media and three-dimensional art.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and art-related classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

Basic first aid.

Ability to:

Assist and participate in the instruction and performance of students in art classes.

Motivate and encourage positive learning patterns and behavior.

Reinforce art instruction to individual or small groups of students.

Understand and follow oral and written directions.

Demonstrate understanding and patience toward students.

Adapt to changing circumstances and priorities within the learning environment.

Work collaboratively as an educational team member.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using tact, patience and courtesy.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress.
Operate standard office and classroom equipment.
Take measurements.
Observe health and safety regulations.
Determine coloring techniques.
Perform clerical duties related to classroom activities.
Maintain routine records and files.
Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Graduation from high school or equivalent.

Experience:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Experience making art with K-12 school-aged children including, drawing, painting, ceramics, sculpture, mixed media, photography, or other related experience is desired.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

Some assignments will require successful completion of District-provided CPR/First Aid training.

WORKING ENVIRONMENT

Indoor and outdoor work environment such as a classroom.
Potential exposure to aggressive behaviors of students and emergency situations.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer and specialized equipment.
Hearing and speaking to exchange information in person or on the telephone.
Bending at the waist, kneeling or crouching to assist students.
Sitting, standing or walking for extended periods of time.
Seeing to read a variety of materials and monitor student activities.
Adequate perception to identify color.
Pushing or pulling wheelchairs or other assistive devices.

Reaching overhead, above the shoulders, and horizontally.
Lifting objects up to 25 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/06/2023