

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

#### BILINGUAL COUNSELING ASSISTANT/CUSTODIAN

JD 4200.1

#### Bilingual Counseling Assistant

##### Definition

Under general supervision, to assist certificated personnel in an alternative educational setting, communicate with students and parents in English and Spanish, to supervise students in class and on school grounds.

##### Responsible to

School Principal at Santa Margarita Academy

##### Examples of Duties

1. Assists staff in creating and maintaining a safe and positive school environment.
2. Assists students individually or in small groups to reinforce standards of conduct, resolve conflicts, and improve anger management skills.
3. Uses second language and cultural experience to assist bilingual/bicultural students to be successful in school.
4. Monitor and assists students through drill, practice and study activities following the presentation of instructional concepts by teaching personnel.
5. Assists instructional personnel with the presentation of learning materials.
6. Assists students individually or in small groups to reinforce and follow up learning activities.
7. Tutors individuals and small groups of students who may speak limited or no English.
8. Assists in the management and shaping of students' behavior through the use of positive reinforcement strategies.
9. Assists certificated staff with class preparation and routine clerical duties.
10. Assists personnel in communicating with Spanish speaking parents/guardians, in the parent's/guardian's home or at school.
11. Performs other related duties as may be assigned.

##### Qualifications Guide

##### Knowledge of:

1. Correct Spanish and English language usage, punctuation, spelling and grammar.
2. Concepts of counseling, conflict resolution, and anger management.
3. Basic arithmetical concepts.
4. Public education goals and objectives.
5. Basic first aid principles.

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#### Ability to:

1. Learn and utilize basic methods and procedures to be followed in an alternative educational setting.
2. Read, write, and converse fluently in Spanish.
3. Assume responsibility for assisting in the supervision of students.
4. Learn and utilize standard teaching aids and office machines.
5. Perform routine clerical work and light typing.
6. Understand and carry out oral and written instructions.
7. Maintain cooperative working relationships with students, staff, parents, and the general public.

#### Training, Education and Experience

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification
3. At least one year experience working with children in an organized setting
4. Experience working with people of various cultures
5. Prior paid and/or volunteer experience working with at risk individuals in bilingual/bicultural educational or other settings; preferably supplemented by courses in counseling, conflict resolution, psychology, or related disciplines; or any combination of training and experience that could likely provide the desired knowledge and abilities.

### Custodian

#### **Definition**

Under general supervision, to follow a schedule in the performance of custodial duties required to maintain assigned rooms, equipment, building and adjacent areas in a clean, orderly and secure manner; to do special cleaning and building maintenance periodically; to perform routine building maintenance tasks during periods of student recess; and to perform other related duties as may be assigned.

#### **Responsible To**

Custodial Supervisor

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#### Examples of Duties

1. Cleans facility for the purpose of maintaining a sanitary, safe and attractive environment.
2. Does emergency cleanup resulting from vandalism, breakage, spilling or illness.
3. Confers with supervisor regarding care and cleaning programs at the school plant.
4. Sweep, mop, scrub, strip, and wax floors.
5. Shampoos and vacuums rugs and carpets.
6. Cleans restrooms, replenishes supplies and fills dispensers.
7. Mop cafeteria floors, wash tables and benches, and clean eating areas.
8. Dust, wax, wash and polish furniture and woodwork.
9. Wash windows, walls, sinks and fountains.
10. Picks up trash, litter, and recyclables and empties and cleans trash and garbage receptacles.
11. Cleans whiteboards, chalkboards and trays.
12. Move, arrange and set up furniture and equipment for sporting and special events and meetings.
13. Is responsible for reporting unruly student activities, loitering, vandalism or similar situations.
14. Observe and report the need for repairs to the buildings.
15. Make such minor repairs as time permits.

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16. Efficiently perform routine non-technical maintenance duties with the use of household hand tools.
17. May perform preventive maintenance on copying equipment, audio-visual equipment and custodial equipment.
18. Secures facilities and grounds at end of shift.
19. May water lawn, trees and shrubs in the absence of grounds personnel.
20. Raise, lower, fold and store flags.
21. May prepare and paint interior and exterior walls.
22. Efficiently order, receive, store and distribute supplies.
23. Stack, assemble and store furniture, equipment and supplies in a safe manner.
24. Perform routine safety checks of all areas of the facility and correct unsafe conditions and report them immediately to the site administrator.
25. Available for callback in emergency situations.
26. Participates in thorough cleaning of school plant during summer vacation, such as washing walls, cleaning light fixtures, thoroughly cleaning and polishing furniture, stripping and waxing floors.
27. Performs routine building maintenance tasks during periods of student recess by assignment to a maintenance crew, or working individually.
28. Performs other related duties as may be assigned.

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#### Qualifications Guide

##### Knowledge of:

1. Methods, materials and equipment used in cleaning various types of surfaces and furniture.
2. Basic safety practices related to custodial work.
3. Basic written and spoken English.
4. Basic arithmetic.
5. Household-type hand tool usage.

##### Ability to:

1. Meet timelines in performing tasks.
2. Perform heavy physical labor.
3. Work effectively without close supervision.
4. Operate specialized cleaning and maintenance tools and equipment.
5. Understand and follow a work schedule.
6. Keep basic work records and make reports.
7. Understand and carry out oral and written instructions.
8. Maintain cooperative-working relationships with those contacted in the course of work.
9. Effectively use a site two-way radio.

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### **Working Conditions**

#### **Environment:**

Indoor and outdoor work environment  
Regular exposure to fumes, dust, and odors.

#### **Physical Demands:**

Dexterity of hands and fingers to operate a variety of custodial equipment  
Walking or standing for extended periods of time  
Seeing to perform custodial duties  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally  
Climbing ladders and working from heights

### **Training and Experience**

No experience required, but some previous custodial or janitorial work is desirable; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

### **License**

Possession of a valid California Drivers License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: June 16, 2008

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