

Job Safety Analysis (JSA)

Position Information

Position Title: **Instructional Assistant** – All Levels

Department: Various Campuses

Reports to: Principal

Job Tasks, Hazards, and Controls

Job Task	Potential Hazards	Recommended Controls
Assisting with student supervision (classroom, hallways, bus, playground)	Slips, trips, and falls; aggressive student behavior; weather-related exposure	Ensure walkways are clear; wear appropriate shoes; attend de-escalation and behavior intervention training; monitor weather and apply heat/cold safety guidelines
Lifting/moving students or objects up to 100 lbs with assistance	Strains, back injuries	Use team lifting procedures; request additional help when lifting; complete district lifting safety training
Running to maintain student control	Trips, falls, muscle strain	Ensure clear pathways; stretch before shift; maintain physical readiness; wear appropriate footwear
Assisting with classroom setup (e.g., moving furniture or supplies)	Lifting injuries; finger pinching; falling objects	Use proper lifting techniques; wear gloves if needed; store heavy items on lower shelves
Working with small groups or individual students	Potential exposure to bodily fluids; behavioral incidents	Follow universal precautions; maintain student-to-staff ratios; have PPE like gloves readily available
Playground/lunch/recess supervision	Heat illness, insect bites, slips on wet surfaces	Wear sun protection and hat; use insect repellent as allowed; monitor students continuously; keep hydration accessible
Clerical work (grading, filing, computer entry)	Repetitive strain injuries, eye strain	Take periodic breaks; maintain ergonomic posture; use appropriate lighting

Emergency Considerations

Medical Emergency: Contact campus nurse or dial emergency extension. Know the location of emergency kits and AEDs.

Reviewed by Rudy Salinas, Principal, Bush Middle School August 11, 2025

Reviewed by Dr. Oxley, Executive Director of School Administration October 6, 2025

Behavioral Incident: Follow district safety protocols for student restraint or removal. Alert administration immediately.

Severe Weather or Lockdown: Follow school emergency procedures. Assist with student accountability and supervision.

Personal Protective Equipment (PPE)

PPE Item	When Required
Gloves	When assisting with hygiene tasks or first aid
Closed-toe shoes	At all times on duty
Protective outerwear	When supervising outdoors during inclement weather
Back brace (optional)	During repetitive or heavy lifting tasks