

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – CONTINUING & ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the general supervision of a certificated teacher or administrator, assist in the assessment of students for placement and in the instructional activities of students in the Adult School or Continuation High School; perform a variety of clerical and related duties as assigned. Positions in this class are distinguished from other Instructional Assistance classes in that they provide special instructional assistance to adults or high school students enrolled in an Adult School or Continuation High School. The teaching-learning process is conducted at the site with the utilization of networked personal computers offering a large array of instructional software as a primary mode of instruction. An incumbent learns and applies knowledge of a variety of instructional software in the curriculum and makes adjustments and performs minor troubleshooting to the computer operating systems, operating procedures and hardware.

ESSENTIAL DUTIES:

1. Support student instruction and assessment by working with students individually or in small groups.
2. Monitor status and progress of students in programs such as educational/vocational training designed for gaining employment or programs aimed at improvement of the student's academic achievement level.
3. Assist students with mathematics, English, and other subjects, and monitor student progress.
4. Assist students in the use of a variety of computer software.
5. Monitor and oversee student drills, practices, and assignments in areas related to enhancing math skills.
6. Reinforce math skills through individualized instruction and assess student mathematical abilities in critical thinking, comprehension, reasoning, and analysis, in a wide variety of subjects and concepts including algebra and geometry.
7. Observe and control behavior of students in the classroom and computer laboratory according to approved procedures; report progress regarding student performance and behavior to the site administrator.
8. Greet the public and new students to the site; answer questions from students on assigned Adult School program entry requirements, GED test preparation requirements and procedures, registration, and enrollment procedures.
9. Administer tests to students; grade students' completed tests; post scores on students' grade cards; file graded work, grade cards, attendance records and test answer keys.
10. Prepare a variety of technology based instructional material and learning aids for use in the computer lab.
11. Set up and maintain student records and files, including attendance records, cumulative student files, and grades.

12. Perform a variety of clerical and record keeping duties such as taking attendance, maintaining records, data entry, conducting inventories, typing, and operating duplicating equipment.
13. Prepare the computer lab for daily use.

REPRESENTATIVE DUTIES:

1. Refer students to the certificated teacher or administrator for tutoring as appropriate.
2. Prepare and maintain inventories of materials and equipment used in teaching.
3. Attend and participate in in-service training sessions.
4. Set up multimedia equipment such as projectors, document cameras, and portable sound systems for use in the Continuation High School and/or Adult School.
5. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Interpersonal relations skills using tact, patience, and courtesy.

Effective instructional and study techniques.

Integrated learning system software such as Plato.

General classroom management techniques.

Basic educational reference material.

Computer software applications.

English usage, spelling, grammar and punctuation.

Basic mathematics.

Filing and record keeping techniques.

ABILITY TO:

Model appropriate interpersonal skills and classroom etiquette.

Operate personal computer and keyboard terminal.

Troubleshooting computer system.

Make arithmetical computations.

Maintain records and files.

Effectively direct the activities of assigned personnel.

Evaluate and correct student work assignments or tests.

Understand and carry out oral and written instructions.

Work well and demonstrate patience and understanding with students.

Establish and maintain effective relationships with others.

EDUCATION AND TRAINING:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree.

In addition to the above standards, applicants must provide proof of completion of one college-level math course equivalent to Algebra or Algebra II.

EXPERIENCE:

Six months of experience in an educational setting involving computer assisted instruction.

WORKING CONDITIONS:

Works in an Adult School or Continuation High School environment, which may be indoors or in open air, subject to hot and cold temperatures, with possible frequent exposure to dust, fumes, chemicals, fragrances, noise and other environmental factors, depending on the class to which assigned.

LICENSES AND OTHER REQUIREMENTS:

Incumbents may be required to work evening hours.

Valid First Aid and CPR Certification issued by an authorized agency must be obtained within six months of employment.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities; hearing and speaking to provide assistance and information related to classroom assignments; dexterity of hands and fingers to operate computer equipment; bending at the waist, kneeling, and standing and walking for extended periods of time.

Salary Range: 48

Adopted by Personnel Commission: September 14, 2011

Approved by Board of Education: September 27, 2011