

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT

**BASIC FUNCTION:**

Under the direction of a principal, assist a certificated teacher or specialist in providing instruction to individual or small groups of students in a classroom; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents assigned to the class of Instructional Assistant may perform duties in one or more classrooms. The individual activities and duties of these positions vary with particular assignments, project goals, grade levels, teacher methods or subjects as well as with the achievement level, capabilities, emotional needs and backgrounds of the children.

**REPRESENTATIVE DUTIES:**

1. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
2. Prepare lessons as directed by the teacher; may administer and score a variety of tests.
3. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
4. Supervise students on the playground and on field trips; supervise the loading and unloading of students on school buses.
5. Perform a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades, taking roll, maintaining records and files.
6. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
7. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
8. Confer, as needed, with teachers concerning programs and materials to meet student needs.
9. Assure the health and safety of students by following all health and safety rules.
10. Direct group activities of students as assigned.
11. Participate in meetings and inservice training programs as assigned.
12. Perform other related duties as assigned.

Instructional Assistant continued

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to children with learning disabilities  
Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading  
Safe practices in classroom and playground activities  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Reading and writing communication skills  
Oral and written communication skills  
Interpersonal relations skills using tact, patience and courtesy  
Recordkeeping techniques

**ABILITY TO:**

Perform clerical duties such as filing, duplicating and maintaining simple records  
Print and write legibly  
Make arithmetic calculations quickly and accurately  
Understand and follow oral and written directions  
Learn methods and procedures to be followed in an instructional situation  
Communicate effectively orally and in writing with children and adults  
Read, interpret and follow rules, regulations, policies and procedures  
Establish and maintain effective working relationships with others  
Work confidentially with discretion  
Supervise and discipline students according to approved policies and procedures  
Operate instructional and office equipment  
Assist with the instructional and related activities of a special education learning environment  
Learn the procedures, functions and limitation of assigned duties

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experience working with youth in an organized setting.

**WORKING CONDITIONS:**

Classroom environment which includes standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulders and twisting or pressure involving wrists or hands and working with arms above shoulder level; noises (e.g. children, music) up to 87 dBa; give student direction requiring clear speaking and the ability to hear normal voice conversation; color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu).

**SALARY RANGE:** 37

**ADOPTED BY PERSONNEL COMMISSION:** February 12, 2003

**ADOPTED BY BOARD OF EDUCATION:** February 24, 2003

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