

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT - MEDIA CENTER AND TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Principal, provide technology and instructional support in the lab or media center, perform technical tasks which may include computer and library reference skills; assist staff in installing, understanding and using computer software and technology to instruct students in a variety of educational disciplines; provide instructional assistance to students in both how to use the lab and in their individual courses; provide instructional support for and collaborate with classroom teachers; perform a variety of clerical duties involved in the circulation, processing and maintenance of media center materials and equipment at all school levels, and perform related work as required.

REPRESENTATIVE DUTIES:

1. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
2. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
3. Enroll students in appropriate computer related courses for credit in regular classes.
4. Prepare lessons as directed by the teacher; administer and score a variety of assessments; assist in the planning and implementation in courses of study for students needing to pass proficiency tests.
5. Assist students with the use of computers, learning library skills, and the use of the online library catalog; and provide technical support to teachers by being aware of content area requirements and how computer curriculum can be utilized.
6. Read stories to primary groups; provide orientation to students in the use, location and circulation of media center materials.
7. Confer, as needed, with teachers concerning programs and materials to meet student needs. In-service teachers about technology available for their use and provide input as to how this can be implemented.
8. Assist in coordinating special events such as necessary.
9. Perform a variety of clerical duties such as answering telephones, requesting IMC materials, checking books in and out, typing correspondence, cards, labels, overdue notices and a variety of other materials; maintain records and files; generate overdue notices and collect/handle money for damaged/lost materials; review and select age grade level texts to be purchased for media center; type correspondence; maintain records and files; track time and work completed by students and notify appropriate teachers of credit due students.
10. Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment, performing minor repairs to damaged books and library materials, and arrange for repairs to audio visual and technology equipment as needed.
11. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
12. Occasionally work with parent volunteers and student assistants.

13. Maintain the media center/lab/classroom in a safe, clean and orderly condition; maintain/manage appropriate safe student behavior.
14. Direct group activities of students as assigned.
15. Participate in meetings and inservice training programs as assigned.
16. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices
 Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading
 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
 Record-keeping techniques
 Dewey decimal system
 Operations, procedures and equipment of a media center

ABILITY TO:

Perform clerical duties such as typing, 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 of a media center
 Communicate effectively with children, teens and adults
 Understand the needs of students of a variety of ages and interests
 Supervise and discipline students according to approved policies and procedures
 Operate a computer
 Assist with the instructional and related activities of a media center
 Learn the procedures, functions and limitation of assigned duties
 Perform duties with a minimum of teacher direction and close supervision

EDUCATION AND EXPERIENCE:

Graduation from high school. Two years of general clerical, library, or computer lab experience.
 Demonstrated experience in working with youth in an organized setting.

WORKING CONDITIONS:

Media Center environment subject to stand, walk, sit, kneel, squat, crawl, stoop and bend; lift, carry, push or pull up to 50 lbs.; work at computer requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus and see small details; occasionally work on projects involving repetitive twisting/pressure involving wrists and hands or arms above shoulder level; have direct contact with staff and students, exposed to minor contagious illnesses (e.g. colds, flu.)

SALARY RANGE: 46

ADOPTED BY PERSONNEL COMMISSION: June 21, 2018
ADOPTED BY BOARD OF EDUCATION: June 25, 2018