

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – EL

BASIC FUNCTION:

Under the direction of an Administrator, assist a certificated teacher or specialist in providing language development instruction to individual or small groups of non or limited-English speaking students; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

1. Provide language development instruction and assistance to individual or small groups of students, reinforcing instruction as directed by the teacher or specialist.
2. May provide tutorial assistance to students regarding regular classroom instruction, reinforcing instruction as directed by the teacher.
3. Prepare lessons as directed by the teacher; administer and score a variety of tests.
4. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
5. Perform a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, taking roll, maintaining records and files.
6. Provide support to 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. Operate a variety of instructional and office machines such as copies, projectors and tape recorder.
8. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Confer, as needed, with teachers concerning programs and materials to meet student needs.
10. Assure the health and safety of students by following all health and safety rules.
11. Direct group activities of students as assigned.
12. Participate in meetings and in-service training programs as assigned.
13. Assist in scheduling and administering the Initial and Summative English Language Proficiency Assessments for California (ELPAC) to students.
14. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to non or limited-English speaking students
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 communications skills
Interpersonal relations skills using tact, patience and courtesy
Record-keeping techniques

ABILITY TO:

Learn and accept cultural differences
Perform clerical duties such as 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 ESL instructional setting
Understand the exceptional needs of non- or limited-English speaking students
Communicate effectively 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
Communicate effectively both orally and in writing
Supervise and discipline students according to approved policies and procedures
Operate instructional and office equipment
Assist with the instructional and related activities of the ESL Program
Learn the procedures, functions and limitation of assigned duties
Use a computer and navigate online learning management systems

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

English learning 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 shoulder 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: 40

ADOPTED BY PERSONNEL COMMISSION: July 1, 2021
ADOPTED BY BOARD OF EDUCATION: July 20, 2021