

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – MATHEMATICS & SCIENCE

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 environment in the area of mathematics and biology; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned

REPRESENTATIVE DUTIES:

1. Tutor individual or small groups of students in the area of mathematics and/or biology.
2. Reinforce instruction as directed by teacher; monitor and oversee student assignments in areas related to enhancing math and science skills.
3. Assist students in learning, completing labs, homework and other assigned projects after instruction has been given by the teacher.
4. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
5. 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.
6. Confer, as needed, with teachers concerning programs and materials to meet student needs.
7. Assure the health and safety of students by following all health and safety rules.
8. Participate in meetings and in-service training programs as assigned
9. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Advanced mathematical abilities, including, pre-algebra, algebra, geometry and/or advanced science abilities, including Biology

Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Computer applications including word processing and Google applications.

ABILITY TO:

Assist with instruction and related classroom activities or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist students in a variety of math subjects and concepts (pre-algebra, algebra, geometry) and/or in Biology at varying levels of ability.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Observe health and safety regulations.
Identify situations which require the assistance of additional personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's Degree or higher from an accredited college or university, or be currently enrolled in college-level courses; and two years of experience working with youth in an organized setting.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, kneeling, squatting, 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; give student direction requiring clear speaking, 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: 48

ADOPTED BY PERSONNEL COMMISSION: August 24, 2021

ADOPTED BY BOARD OF EDUCATION: September 14, 2021