



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

Phone: (562) 799-4700 ♦ Fax: (562) 799-4712

www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT – MEDIA CENTER AND TECHNOLOGY

POSITION DETAILS

- 18.75 hours per week
- 9.5 months per year
- Vacancy at Lee Elementary School

SALARY

\$21.86 - \$26.57 hourly

ISSUE DATE: 11/17/2022

APPLICATION DEADLINE: 12/02/22

TENTATIVE WRITTEN EXAM: 12/08/2022

TENTATIVE ORAL EXAM: 12/14/2022

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

POSITION BENEFITS

Pay increases: The first pay increase for regular employees occurs after 6 months if the employee passes the probationary period. Pay increases occur annually thereafter, until top step is reached.

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. Commitment to Los Alamitos Unified School District's mission, vision and priority goals. Excellent communication/interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.

* **Complete Job Description** available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS

Education & 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.

APPLICATION & EXAMINATION PROCESS

Application:

* Complete a Los Alamitos Unified School District Classified Application which can be accessed at www.losal.org under the Job Opportunities link. Completed applications must be submitted electronically through www.losal.org by the deadline date noted on this job flyer. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application.

Examination:

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge exam (30% of Total Score)
- B - Structured oral exam (70% of Total Score)

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at www.losal.org under Human Resources/Personnel Commission.

Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.