



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

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www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT – EARLY CHILDHOOD EDUCATION SUBSTITUTES

POSITION DETAILS

➤ Substitutes

SALARY

\$19.02 per hour (sub rate)

ISSUE DATE: 5/9/2023

APPLICATION DEADLINE Open & Continuous

All candidates meeting the minimum qualifications listed below will be presented to the Child Development Coordinator for consideration to substitute for Instructional Assistant – Early Childhood Education. If a future permanent opening occurs, candidates who are hired as substitutes during this recruitment will have an opportunity to participate in the application and examination processes listed below.

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies.

BASIC FUNCTION

Under the direction of site administrator or CDC Coordinator, assist the Preschool Lead or classroom teacher in planning, organizing and implementing approved developmentally appropriate curriculum for the development of children enrolled in the preschool Child Development Center (CDC) and/or the Universal Transitional Kindergarten (UTK) programs; provide a safe and nurturing environment conducive to the growth and development of children; perform a variety of clerical duties as assigned. 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 and a minimum of 12 units of Early Childhood Education or Child Development college coursework, including core courses (child/human growth & development; child/family/community or child and family relations; and early childhood programs and or curriculum). A Child Development Associate Teacher Permit or higher is also required.
- ✓ At least fifty (50) days of 3+ hours per day within two (2) years working with preschool aged children in an organized classroom setting.

LICENSES AND OTHER REQUIREMENTS

- ✓ Valid First Aid and CPR Certificate
- ✓ Proof of Vaccinations: Pertussis, MMR, and Flu

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.

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.