



## 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](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

#### CLASSIFIED EMPLOYMENT OPPORTUNITY

## **INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION SUBSTITUTES**

### **POSITION DETAILS**

➤ On-Call Substitutes

### **SALARY**

\$20.60 per hour (sub rate)

ISSUE DATE: 9/20/2023

APPLICATION DEADLINE: Open & Continuous

All candidates meeting the minimum qualifications listed below will be presented to the Hiring Manager for consideration as an Instructional Assistant – Special Education Substitute. If a future opening occurs, candidates who are hired as substitutes during this recruitment will have an opportunity to participate in the application and examination process.

### **RECRUITMENT TYPE**

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

### **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 special education learning environment; monitor and report student progress regarding behavior and performance; 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](http://www.losal.org) under Job Opportunities/Classified Job Descriptions.

### **MINIMUM QUALIFICATIONS**

#### ***Education & Experience***

- ✓ High School Diploma, GED or certificate of completion.
- ✓ Two years of experience 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](http://www.losal.org) under the Job Opportunities link. Completed applications must be submitted electronically through [www.losal.org](http://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. Veterans: please attach honorable discharge form for additional credit.

#### ***Examination:***

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge test (30% of Total Score)
- B - Structured oral interview (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](http://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.