

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT –UNIVERSAL TRANSITIONAL
KINDERGARTEN

BASIC FUNCTION:

Under the direction of site administrator, assist the classroom teacher in planning, organizing and implementing approved developmentally appropriate curriculum for the development of children in Universal Transitional Kindergarten (UTK) programs; provide a safe and nurturing environment conducive to the growth and development of children.

REPRESENTATIVE DUTIES:

1. Collaborates with the teacher on the implementation of classroom learning that promotes an inclusive, positive, motivating and educationally rich environment
2. Facilitate individual or small groups of students, reinforcing instruction as directed by the teacher.
3. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
4. Monitor and evaluate the instruction and the children's progress.
5. Supervise students on the playground, during snack or lunch time, during parent meetings and on field trips.
6. Perform a variety of clerical duties such as preparation and duplication of instructional materials, scoring papers, recording grades, taking roll, and maintaining records and files.
7. Provide support to the classroom teacher by setting up work areas, displays and exhibits, operating audio-visual equipment and distributing and collecting paper and supplies.
8. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Confer, as needed, with the classroom teacher 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; assist volunteers as necessary.
12. Participate in meetings and in-service training programs as assigned.
13. Lead indoor and outdoor activities planned by the teacher.
14. Observe and manage behavior of students in the classroom and during outdoor activities according to approved procedures; guide students into safe play activities; report progress regarding student performance and behavior.
15. Assist children with toileting and changing those who have experienced toileting accidents; may assist students to develop self-help skills.
16. Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; administer basic first aid as needed and seek assistance for non-routine illnesses and injuries.
17. Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child guidance principles and practices.
- Student behavior management strategies and techniques.

- Basic concepts of child growth and development.
- Basic subjects taught in the District schools.
- Safe practices in classroom and playground activities.
- Reading and writing communication skills.
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Perform clerical duties such as filing, 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 instructional situation.
- Communicate effectively with UTK children and adults demonstrating poise, patience, and understanding.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Demonstrate an understanding, patient, warm and receptive attitude towards students.
- Exercise discretion and judgment in handling confidential material.
- 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 assigned learning environment.
- Learn the procedures, functions and limitations of assigned duties.

EDUCATION:

- CPR and First Aid recommended.
- Any combination equivalent to: graduation from high school, GED, or Certificate of Completion and six (6) semester units, or equivalent quarter units, of early childhood education or child development core classes at an accredited college, university or occupational program.

EXPERIENCE:

- Experience in an educational environment with preschool to 3rd grade students is desirable.

WORKING CONDITIONS:

UTK environment which includes standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 60 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; change children's clothes, tend to injuries/illnesses/toileting needs; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 36

ADOPTED BY PERSONNEL COMMISSION: May 7, 2025

ADOPTED BY BOARD OF EDUCATION: May 13, 2025