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 – UNIVERSAL TRANSITIONAL KINDERGARTEN SUBSTITUTES

POSITION DETAILS
➢ On-call IA UTK Substitutes

SALARY
$22.02 hourly

ISSUE DATE: 3/31/2026
APPLICATION DEADLINE: Continuous

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 outlined below.

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

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 conductive to the growth and development of children.
❋ **Complete Job Description** available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS
Education & Experience
- ✓ 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.
- ✓ CPR and First Aid recommended.
- ✓ Experience in an educational environment with preschool to 3rd grade students is desirable.

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.