

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of a site administrator, 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.

REPRESENTATIVE DUTIES:

1. Support individual or small groups of students, reinforcing instruction as directed by the teacher.
2. Prepare lessons as directed by the teacher; may administer and score a variety of tests.
3. Observe and redirect behavior of students according to approved procedures; report progress regarding student performance and behavior.
4. Supervise and support students during lunch, on the playground, on field trips or when mainstreamed into another class; supervise and support students on school buses.
5. Perform a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades,, maintaining data records and files.
6. Collect, record, and maintain accurate data on students as directed by the student's case carrier.
7. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
8. Confer with teachers concerning programs and materials to meet student needs.
9. Follow all health and safety rules.
10. Direct individual and group activities of students as assigned.
11. Participate in meetings and inservice training programs as assigned.
12. When assigned, provide a range of medical and personal care supports, including assistance with toileting, hygiene, and other health-related needs, to ensure students of all ages have full access to the school environment.

13. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Effective child guidance principles and practices, with an emphasis on supporting students with unique learning needs.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading

Safe practices in classroom and playground activities

Appropriate English usage, grammar, spelling, punctuation and vocabulary

Oral, reading and writing communication skills

Interpersonal relations skills using tact, patience and courtesy

Recordkeeping techniques

ABILITY TO:

Perform clerical duties such as filing, duplicating and maintaining records

Perform a variety of physical functions to meet student needs

Understand and follow oral and written directions

Implement methods and procedures to be followed in a school setting

Communicate effectively orally and in writing with children and adults

Read, and follow rules, regulations, policies and procedures

Establish and maintain effective working relationships with others

Maintain confidentiality

Understand the exceptional needs of special education students

Supervise and redirect students according to approved policies and procedures

Operate instructional and office equipment

Assist with the instructional and related activities of a special education learning environment

Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.

Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

High School Diploma, GED, or Certificate of Completion and two years experience working with youth in an organized setting.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs., noises (e.g. children, music) up to 87 dBA; 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; give student direction requiring clear speaking, the ability to hear typical voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu); duties may include toileting, changing diapers, lifting to and

from wheelchair, working with feeding tubes and colostomy bags; may be required to administer emergency medications and follow emergency protocol

SALARY RANGE: 40

ADOPTED BY PERSONNEL COMMISSION: March 5, 2025

ADOPTED BY BOARD OF EDUCATION: April 8, 2025