

Reading Assistant

Purpose Statement

The job of Reading Assistant is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for improving students success in basic academics (reading, language and/or math); relieving teachers of clerical tasks; and assisting students by modeling the skills necessary to perform assignments.

This job reports to Teacher and/or Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher (e.g. guided reading, etc.) for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework assignments, make-up work (e.g. small group instruction, etc.) for the purpose of supporting teachers in the classroom.
- Attends meetings and in-service presentations (e.g. educational team meetings, input on present functioning and needs of students, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Evaluates students during the course of the school day (e.g. small group instruction, transitioning every 30 minutes, etc.) for the purpose of assessing student progress and providing referral for resolution.
- Implements instructional programs and lesson plans, under supervision of assigned teacher (e.g. Pathways to Reading training K-2; language comprehension, writing, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Performs other related duties as assigned (e.g. Breakfast duty; Lunch duty; check in/out with counselor and students, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares subject specific lessons for individuals or small groups (e.g. Pathways to Reading and guided reading strategies in small group setting; guided arithmetic strategies, etc.) for the purpose of implementing goals for remediation of academic deficits.
- Promotes good study habits (e.g. review of homework, question/answer exercises in small groups, etc.) for the purpose of improving the quality of student understanding and learning.
- Provides instructional services to students (e.g. preparation of materials; review of daily homework, etc.) for the purpose of implementing goals for remediation of math, language, and reading deficits.
- Responds to inquiries from parents and staff for the purpose of assisting in evaluating and adapting instructional strategies to meet district-wide assessment policies, solving problems and providing information and/or referral.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including computers and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; health and safety standards; assessment instruments and techniques; grammar, spelling and punctuation; methods of instruction and training; and stages of child development.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working as part of a team; working with frequent interruptions; meeting deadlines and schedules; and communicating in speaking and writing.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Teaching Credential
Designated Subject Matter Endorsement

Continuing Educ. / Training

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade