

# PINON UNIFIED SCHOOL DISTRICT NO. 4

## JOB DESCRIPTION

**POSITION/TITLE:** Data Assessment Clerk (Reading First)  
**TERMS OF EMPLOYMENT:** 10-Months-Temporary Part-Time  
**SALARY:** Classified Placement Schedule - Grade 2  
**FLSA STATUS:** Non-Exempt  
**BENEFITS:** Standard Package

### QUALIFICATIONS:

1. A. A. Degree or 60 semester hours or have passed Arizona State Approved Para-Professional Exam.
2. Must be proficient in data collection systems and software.
3. At least one year of experience which provided the skill to type with speed and accuracy.
4. Knowledge of a filing system.
5. Working knowledge of standard business machines including Macintosh computer, work processor, and calculator.
6. Ability to work cooperatively with staff, students, and general public.
7. Bilingual (Navajo/English) preferred.
8. Must have proven successful employment record.

**JOB GOAL:** The Assessment Clerk will assess student progress and performance and analyze, evaluate and interpret the data for the Reading First Team. The assessment is an integral part of the School Literacy Team.

### DUTIES AND RESPONSIBILITIES:

1. Provide daily support to teachers of K-3 classrooms;
2. Collect, disaggregate, analyze, review and disseminate student progress and performance and analyze, evaluate and interpret the data for the Reading First Team.
3. Provide in-class support for teachers by assessing students as part of the monitoring screening and diagnostic activities, monitoring intervention strategies, and monitoring student progress;
4. Participate in groups sessions for teachers and administrators to evaluate the utilization of student data to ensure student progress;
5. Collaborate with and become an integral part of the School Literacy Team;
6. Work with school administrators to monitor and plan a high quality reading program for the entire school; and,
7. Participate and receive high quality training in topics aligned with scientifically based reading research and methods.
8. Other duties as assigned

**REPORTS TO:** Principal

**EVALUATION:** Performance will be evaluated in accordance with the Board's Policy on Evaluation of Support Services Personnel.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_