

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - READING ASSISTANT

The Reading Assistant is responsible to deliver prescribed programs to students in need of reading support.

QUALIFICATIONS

Elementary Education Certification

DUTIES AND RESPONSIBILITIES

Be directly responsible to the assigned Program Specialist. The Reading Coordinator will be the liaison between the Reading Assistant and administrators.

Implement reading programs as directed by the Program Specialist in the assigned building.

Meet weekly with the Program Specialist and share information that will enable the monitoring of students' progress, establish instructional direction, and prescribe learning activities.

Provide data and/or feedback to teachers, counselors, and principals concerning student progress.

Administer assessments as outlined by the immediate supervisor.

Be prompt and spend the allotted time daily with each child or group of children.

Attend staff development sessions and/or workshops as requested.

Attend group meetings related to her/her area of responsibility as requested.

Be flexible in terms of scheduling.

Learn and carry out safety procedures established by the school.

Complete required student progress reports as directed by the immediate supervisor.

Write a monthly newsletter as outlined by the immediate supervisor.

Meet with the parents of students at fall conference time and end of year conference time. In addition, be available for additional informal conferences as needed.