

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Reading Intervention Support Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Instructional Support	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	15
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment, to provide reading intervention, mathematics instruction, and English language acquisition support; assist in the preparation of instructional materials and implementation of lesson plans.

ESSENTIAL FUNCTIONS:

- Assist with instructing students, individually or in small groups, with lesson assignments and reading intervention, mathematics instruction, and English language acquisition; present and reinforce learning concepts and instruction as directed by the teacher; monitor and oversee student drills, practices, and assignments in various subjects; modify classroom work to support and reinforce classroom objectives.
- Implement instructional programs and lesson plans to improve student academic success through a defined course of study; assist students in completing classroom assignments, homework, and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions and providing proper examples, emotional support, friendly attitude, and general guidance.
- Confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans.
- Maintain classroom equipment, work areas, student files and records, including daily student progress data, technology equipment, program materials, and supplies.
- Monitor individual and groups of students in a variety of settings for the purpose of providing a safe and positive learning environment.
- Perform a variety of administrative duties in support of small group instruction, such as preparing, typing, duplicating, and filing instructional materials.
- Observe and assess reading abilities as assigned; model reading skills and assist with instructing students in letter and word pronunciation and recognition; assist with instructing students in spelling and writing exercises and assignments.
- Observe and control behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior.
- Administer various assessments as directed; prepare mandated reports and documentation as required.
- Operate a variety of modern classroom and office equipment, as assigned.
- Provide classroom support by setting up work areas and displays, and distributing and collecting paper, supplies, and materials.
- Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly, and clean manner.

- Participate in professional development training to support instructional programs.
- Promote effective learning skills to improve the quality of student outcomes and encourage student development.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language, and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Basic recordkeeping techniques.
- Concepts and usage of grammar, punctuation, vocabulary, phonics, and reading strategies.
- Stages of child development and learning styles and age-appropriate activities.
- Operation of a computer and assigned software.
- Oral and written communication skills.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist with reading, mathematics, and writing activities as assigned.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Monitor, observe, and report student behavior and progress, according to approved policies and procedures.
- Demonstrate reading fluency.
- Observe health and safety regulations.
- Maintain records and files.
- Pronounce sounds in the English language accurately.
- Administer basic reading, mathematics, and language assessments.
- Travel to various school locations.
- Make arithmetic computations with speed and accuracy.
- Operate a variety of job-related equipment, including computers, calculators, copiers, and related office machines.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: High school diploma or equivalent.

Experience: One (1) year of experience working with children in an organized setting.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- Completed at least two (2) years of study at an institution of higher education; or
- Obtained an Associate's or higher degree (college-level)

WORKING CONDITIONS:

Environment: Indoor/Classroom work environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Generally, the job requires 34% sitting, 33% walking, and 33% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.