

**Position: READER AIDE**

**Department: K-8 Instructional**

**Reports To: Administrator**

**Pay Grade: 13**

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### **SUMMARY**

Works in a classroom setting performing all activities necessary to assist a blind teacher in the school.

### **NATURE AND SCOPE**

Under general direction assists in preparing educational materials; performs a variety of instructional activities; receives supervision from the school administrator within a framework of standard policies and procedures; receives direction from the classroom teacher; assists in the conduct of intensified learning experiences for students in assigned areas of study; tutors under the guidelines and supervision provided by the classroom teacher; performs a variety of clerical and supportive tasks for instructional personnel.

### **DISTINGUISHING CHARACTERISTICS**

This aide position relieves and assists a blind teacher in the paraprofessional, instructional and clerical tasks related to students in the yard and in the classroom; relates behavior patterns to the teacher and interprets “body” language; tutors students using specific guidelines developed by the teacher.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Assists certificated teacher in all areas of communication including records pertaining to assessments and IEPs.
- Interprets behavior in the classroom and on the playground to the teacher.
- Maintains student records and files and communicates the information to the teacher; performs related office duties.
- Administers, scores and records test results under the direction of the teacher; interprets to the teacher as requested.
- Guides and assists parent volunteers in classroom activities under the direction of the teacher.
- Meets and guides teacher to and from the yard, library, etc. and maintains a safe physical environment.
- Accompanies class on field trips; monitors and reports to teacher on student behavior.
- Assists in maintaining an orderly and attractive learning environment.
- Assists instructional personnel in planning courses of study and specific lesson plans.

- Tutors individual, small and large groups of students to reinforce and follow up on specific learning activities.
- Supervises individual students or small groups of students in practice activities for all disciplines.
- Supervises classroom, playground, assembly and study activities as directed; assists students in reviewing homework assignments.
- Directs students into safe activities and in the development of appropriate social behavior using positive reinforcement strategies.
- Arranges for and operates audio-visual equipment, computers, office machinery and other instructional equipment.
- Prepares instructional and visual aids such as posters, charts, stencils, etc.
- Assists in maintaining and distributing an inventory of textbooks, supplies and equipment.
- Collects and assembles resource materials; catalogues and keeps records current as directed by the teacher.
- Attends meetings relating to curriculum content or student-related problems upon request and direction of the teacher.
- Participates in parent conferences; contacts parents as requested by and directed by the teacher.
- Consults with the instructor on a daily basis for current and future projects.
- Administers first aid if necessary.
- Maintains regular attendance.
- Works cooperatively with others.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge and Skills:** Basic knowledge of child development principles and practices. Knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies. Strong communication skills to interact with students, teachers, parents and other faculty and staff. General knowledge of basic clerical and record keeping processes.

**Abilities:** Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to understand and interpret teachers' instructions in order to assist in instruction of children. Ability to understand and be sensitive to the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and exercise good judgement when dealing with behavioural problems. Ability to perform clerical and classroom support duties with minimum supervision.

**Physical Abilities:** Requires sufficient arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

**Experience and Training:** Completion of High School or equivalent (GED). Minimum A.A. Degree or completed at least 48 semester units of college coursework. Must pass the District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math in absence of the above. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test. Specific experience in working with children in a classroom or other organized setting desired.

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