

Position: RTI Reading/Math Instructional Aide II**School/Department: School Site****Reports To: Program/Site Administrator****Grade: 10**

SUMMARY

This is a high level instructional aide position working with individual or small groups of students, who require additional literacy or math support, under the direction of the certificated RTI Teacher and/or classroom teacher. Works in a classroom setting by providing targeted instruction to individuals or small groups of students in grades TK-8. Provides intervention services to students in reading/writing and/or math. Provides clerical support services to RTI teacher. Manages student behaviors, supports student learning and student assessments. Arranges supplies, materials and equipment for student use. Instructional aides must comply with State competency testing to qualify for the position.

NATURE AND SCOPE

Works under minimal supervision of RTI and/or classroom teachers. Often required to support more than one teacher and classroom on both a pull-out and push-in basis. Required to have a broad range of general level skills and knowledge in order to assist with basic instruction, clerical and support services. Helps maintain classroom discipline procedures. Work is performed in a classroom or small group environment where there is moderate exposure to communicable disease and hygiene needs of young children. Hours may vary by site.

ESSENTIAL TYPES OF DUTIES (Examples)

- Prepares and maintains materials for small group instruction in reading/writing and/or math.
- Uses district curriculum in person and online under the supervision of the RTI teacher.
- Observes and manages behavior of students according to approved procedures. Reports progress regarding students' performance and behavior. Evaluates student progress in a wide variety of skills.
- Accompanies students going from one location to another.
- Prioritizes tasks and exercises good time management and organizational skills.

- Assists staff with the preparation of instructional and testing materials. Administers and scores tests, corrects papers, assists in preparation of graphic and written teaching materials as directed by the instructor.
- Performs a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades,, maintaining records (data entry), files and word processing classroom materials.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following prescribed health and safety rules of the District.
- Assists teaching staff in assessing programs and materials to meet the needs of the children. Collects, assembles and distributes textbooks, learning package materials, supplies, equipment and other resource materials.
- Prepares bulletin board materials and decorates the classroom. Assists in maintaining a neat, orderly and attractive learning environment. Sets-up and operates audiovisual equipment, computers, copying machines and other related equipment that serve as aids in or to the instructional program.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: 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 discipline to deal with behavior 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). And one of the following: Minimum A.A. Degree or higher, completion of 48 semester units of college

coursework. Or, pass a local assessment of knowledge and skills in assisting in instruction. CBEST acceptable. Specific experience in working with children in a classroom or other organized setting desired.

Board Approved: 5/26/21