



Reading Strategies Aide

Purpose Statement

The job of Reading Strategies Aide is performed for the purpose of providing various support processes to assist students in improving literacy through reading, writing, and speaking. This position works with individuals and small groups of diverse students in an alternative setting.

Supervisory Relationship

Reports to: Assigned Administrator

Essential Functions

- **Individual Student Support:** Meet individually with students for check-in and check-out processes daily.
- **Support Student Recognition:** Provide support for student recognition and student activities.
- **Assist in Instruction:** With direction from the supervising teacher, classroom teachers, and/or special education team, adapt, modify, and implement activities, assignments, and materials to support and reinforce student learning. This includes instructional and developmental activities, content-area instruction for small groups or individual students, and administering tests and assessments.
- **Attend Professional Development:** Attend meetings and in-service presentations (e.g., first aid, CPR, emergency procedures) to acquire and convey information relative to job functions.
- **Communicate with Staff:** Collaborate with supervising instructional and professional support personnel (e.g., teachers, counselors) to assist in academic progress evaluation and implement IEP objectives.
- **Maintain Records:** Keep files and records (e.g., instructional materials, manual and electronic files/records) to ensure availability of items, provide accurate written reference, and meet mandated requirements.
- **Monitor Student Activities:** Supervise students during assigned periods within various school environments (e.g., lunch, bus stops, classroom, field trips, public transportation, assemblies) to maintain a safe and positive learning environment.
- **Operate Equipment:** Use assistive technology and other tools to support student learning and communication.
- **Review Student Learning:** Assist teachers in planning and conducting classroom activities by reviewing lessons and learning experiences with students requiring individual attention.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the classroom/school.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices.
- Operate standard office equipment and pertinent software applications.
- Certified skills for special populations.
- Prepare and maintain accurate records.

Knowledge

- Basic math, including calculations using fractions, percentages, and ratios.

- Ability to read manuals, write documents following prescribed formats, and present information to others.
- Instructional procedures and practices.
- Age-appropriate student activities.
- Safety practices and procedures.
- Conflict resolution.
- Stages of child development and behavior.

Abilities

- Schedule activities and gather, collate, and classify data.
- Work with others in various circumstances.
- Utilize defined processes and operate equipment using standardized methods.
- Work with diverse individuals and groups.
- Maintain confidentiality and work as part of a team.
- Adapt to changing work priorities.
- Problem-solving skills to identify issues and create action plans.
- Handle crisis intervention and work with constant interruptions.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as required to perform job functions. Have some impact on the organization's services.

Work Environment

Physical demands include significant lifting, carrying, pushing, and pulling, some climbing and balancing, and significant stooping, kneeling, crouching, and crawling. Significant fine finger dexterity is required. Generally involves 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness in a clean atmosphere.

Experience

Job-related experience is required.

Education

Bachelor's degree is preferred.

Certificates and Licenses

Teaching certificate is preferred.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SK

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.