

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I – Reading

This is a part time, school session position — 180 days

SALARY: Range 7.5 on the Classified Hourly (CL) salary schedule

DEFINITION

Under direction of the Principal and the Instructional Assistant III, help to coordinate and implement a reading intervention program which provides reading assistance to those students who have been identified to participate in the program on the basis of standardized test scores and teacher recommendation.

EXAMPLES OF DUTIES

Under the direction of the Instructional Assistant III coordinate and implement a reading intervention program which provides reading assistance to those students who have been identified to participate in the program on the basis of standardized test scores and teacher recommendation; monitor student activities such as drill, practice and research after lessons and instructions have been given by the teacher; administer student tests; maintain classroom order; score objective tests and student work and assess student progress; maintain a neat and orderly learning environment; operate audio-visual and other instructional equipment; attend meetings and participate in in-service training as assigned; assist students by providing proper examples, emotional support and general guidance; perform related duties as assigned.

Presence in the classroom is required on all student/teacher contact days.

The school work year will consist of one hundred and eighty (180) working days.

EMPLOYMENT STANDARDS

Knowledge of: Correct English usage, spelling, vocabulary and grammar; child guidance principles and practices; basic subjects taught in District schools; effective interpersonal communication skills; record-keeping techniques.

Ability to: Learn District guidelines and processes and apply them in a variety of situations; develop or modify lesson plans and instructional materials; coordinate and implement reading development assistance for designated students; communicate effectively orally and in writing; tutor and reinforce instruction; maintain records and prepare reports; perform routine clerical work; establish and maintain cooperative and effective working relationships with students, parents and staff.

Education and Experience: Any combination equivalent to completion of two years of college with major course work in child guidance, reading development or related field.

WORKING CONDITIONS

Classroom environment.