

## OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – Reading

*This is a part time, school session position – 3.75 hours per day – 182 days*

*SALARY: Range 14 on the Classified Hourly (CL) salary schedule*

### DEFINITION

Under direction of the Principal, 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

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; confer with parents, teachers and administrators to provide information and advise of student progress as needed; may train and provide work direction to other instructional assistants as assigned; maintain records and prepare required reports; 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 two (182) 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.