

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Reading Assistant	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

Job Summary

Responsible for individual tutoring and small group instruction of students utilizing prescribed techniques. Responsible for supplemental assistance to students performing below grade level, as directed.

Essential Job Functions

Assists teachers with planning and organizing instructional duties and activities. Maintains awareness of goals and objectives for students.

Implements tutoring component of reading program through one-to-one and/or small group tutoring.

Conducts developmental language activities with small groups of students.

Promotes reading activities, i.e. parent nights, reading club, etc. Encourages and supports parental involvement.

Communicates student progress and provides information for program evaluation. Confers with student's classroom teachers on a regular basis. Assists in parent-teacher conferences regarding student progress as required.

Works with classroom teachers and other support staff for proper placement and instruction.

Attends and contributes to training provided by the district and by the school to master specific skills needed for program success.

Assists in developing materials to support all program components and to meet a variety of learning and reading styles.

Maintains accurate student records for program and compliance audits.

Works to facilitate accomplishment of the success of the total school program.

Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Assists with bus, lunch, recess duty, and other duties as assigned.

Attends and contributes to regularly scheduled in-service meetings to share and discuss ideas, strategies, and materials.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

MAC computer, copy machines, and other instructional equipment.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

District staff, students, public, and parents.

Responsibility for Cash, Equipment, Safety

Students under employee's supervision.

Supervision Received and Exercised

None given; receives from building principal with day-to-day guidance and supervision from classroom teachers.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent. If employed in a Title I schoolwide program or with Title I funds in a targeted assistance program, an associate's degree or the equivalent, or have passed the ParaProfessional assessment.
2. Experience working with appropriate age children in the areas of reading and/or language arts and working in a collaborative instructional effort.
3. Commitment to the philosophy that all children can succeed.
4. Proficiency in oral and written English and strong interpersonal communication skills.
5. Ability to work effectively in a prescribed instructional setting and an ability to operate in fast-paced, complex settings while maintaining a high degree of organization and efficiency.

The following are preferred:

1. Experience with an ethnically and linguistically diverse student population and economically disadvantaged children.
2. Two (2) years working with remedial reading students desirable.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.