

READING/ENGLISH LEARNER SUPPORT SPECIALIST

Purpose Statement

The job of Reading/English Learner Support Specialist is done for the purpose of working with individual and/or small groups of students under the **direction** of a certificated teacher to provide reading intervention and/or English language acquisition instruction.

Essential Functions

- Assists students, individually or in small groups, with lesson assignments and reading intervention and/or English language acquisition program participation for the purpose of presenting and/or reinforcing learning concepts, enabling students to reach their academic goals and potential.
- Implements instructional programs and lesson plans for the purpose of assisting the teachers in improving student academic success through a defined course of study.
- Maintains classroom equipment, work areas, student files/records (e.g. daily tracking of students' progress, technology equipment, program materials and supplies) for the purpose of ensuring availability of items and/or providing reliable information.
- Modifies classroom work for the purpose of providing a method to support and/or reinforce classroom objectives.
- Monitors individual and/or groups of students in a variety of settings for the purpose of providing a safe and positive learning environment.
- Participates in professional development training, as necessary, to support instructional programs.
- Promotes good habits for the purpose of improving the quality of student outcomes and encouraging student development.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office and instructional equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to read a variety of manuals; write documents following prescribed formats, and/or present information to others; understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts and usage of grammar, punctuation, vocabulary, phonics and reading strategies; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create actions plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; accurate pronunciation of sounds in the English language; administering basic reading/language assessments; traveling to different school locations; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to affect the Organization’s services.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands; occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required

Education High School diploma or equivalent. Associate of Arts Degree desirable.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None specified

Continuing Education/Training

None specified

Clearances

Criminal Justice Fingerprints/Background Clearance
TB Clearance

FSLA Status

Non Exempt

Approval Date

Salary Grade

Classified 15

Board Approved 6/23/15