

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Instructional Paraprofessional - Reading

DEFINITION:

Under the general direction of the site administrator, in cooperation with the Reading Teacher or Resource Specialist Teacher, funded by Economic Impact Aid and Title I, performs the necessary duties to assist in assigned instructional areas to meet the individual needs of students.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below:

- Interacts with students, encourages their performance, observes progress and meets instructional needs as they arise
- Works with students individually or in small groups to reinforce basic skills
- Shares observations of students with the classroom teacher
- When appropriate, participates in lesson planning, staff meetings and conferences
- Assists in the preparation of materials
- Obtains supplies and necessary equipment for student activities
- Maintains necessary records, including data collection
- Helps build confidence in students through one-to-one and small group interactions
- Follows accepted principles, practices, rules and regulations of the District
- Assists with student assessment as directed
- Performs other related work as required

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Methods required in working with children in a specialized program
- General needs and behaviors of children
- Correct English usage, spelling, grammar and punctuation
- Routine record keeping
- Various reading programs and strategies utilized by the District

ABILITY TO:

- Exercise good judgment, use discretion, work independently and maintain confidentiality

- Interact positively with students, parents and staff members
- Organize, supervise and instruct students in a variety of activities related to specialized program
- Speak, read and write clearly and distinctly
- Demonstrate reading, language, math and writing subject area proficiency
- Understand and follow oral and written directions
- Supervise students as directed
- Demonstrate genuine empathy for children
- Integrate strategies into a regular education classroom.
- Maintain the confidentiality of school related information

EXPERIENCE AND EDUCATION

EXPERIENCE:

- At least one year experience working in an educational setting which provides direct instruction to students
- Reading readiness experience preferred

REQUIRED EDUCATION:

- High School Diploma

REQUIRED LICENSES/CERTIFICATES:

- Must successfully pass the Instructional Assistant Proficiency exam prior to employment
- Possess or obtain a Red Cross recognized first aide certificate or successful completion of a first aid course within three (3) months after employment
- Possess or obtain CPR certificate within three (3) months after employment

DESIRABLE QUALIFICATIONS:

- Ability to communicate in Spanish
- Some College preferred – Early Childhood Education

First Reading: 6/5/07

Second Reading: 6/19/07

Approved: 6/19/07

Approved: 5/1/18