

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: READING INTERVENTION AIDE

Position Type: Non-Exempt	Supervises: Students
Salary Schedule: Classified Level II	Reports to: School Principal/ Classroom Teacher
Term of Employment: School Year	Approved by: Human Resources
FTE: TBD	Date: 12/14/2015

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

Under the direction of the Highly Qualified and Certified teacher, provide supplemental support to students in reading and to maintain accurate and detailed records.

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 enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assists in creating and implementing lesson plans provided by the Highly Qualified Teacher to help the students meet their instructional objectives;
- Evaluates student progress by monitoring computer records and charting;
- Grades written assignments using teacher editions and answer keys;
- Keeps daily records of students' written work, attendance and behaviors;
- Complies with all rules, regulations and policies of the Governing Board.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or equivalent.
- Must have 60 college credit hours, Associates Degree or a Paraprofessional Certificate;
- Knowledge of computer terminology, hardware and software;
- One year related experience or training;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.

*Every Child has Hope, Every Student is a Graduate, Every Graduate has
a Dream*

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- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

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