



JOB DESCRIPTION

Title: **Literacy Aide**
FLSA Status: **Nonexempt**
Reports to: **Literacy Coach**
Supervises: **None**
Date: **July 2021**

POSITION SUMMARY:

Under general direction, the Literacy Aide provides special direction to students who have been given an Individualized Education Program (IEP) or experience difficulties in the classroom and have been identified as at-risk of failing. Assists students by providing academic needs in the delivery of educational services and assists teachers and staff in the development and use of material to enhance the student learning experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Works with individual students or small groups to support learning under the daily supervision of the Literacy Coach.
- Assists parents and teachers for the purpose of providing instructional support under the direction of the Literacy Coach.
- Assist teachers and resource staff in implementing literacy programs.
- Confers with the Literacy Coach, teachers, resource staff, and other school personnel concerning programs and materials to meet student needs; alerts teachers to any problems or information concerning students in assigned programs.
- Adapts classroom work under the direction of the Literacy Coach for the purpose of providing a method to support and/or reinforce classroom objectives.
- Assists teaching staff in administering a variety of formal tests including Dibbles/Idel, NWEA, Benchmark Adelante, Running record, etc.
- Performs clerical duties as required.
- Assists with informal and formal assessments.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING



Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- High School Diploma or equivalent. (Required)
- Course work towards a Bachelor's of Arts Degree (Highly Preferred)
- Minimum of one (1) year of classroom management or working with children experience. (Highly Preferred)
- CPR Certification. (Required)
- Bilingual in English and Spanish. (Highly Preferred)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Work extended or irregular hours and willing and able to work both AM & PM shifts as needed.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.



- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT

Employees work indoors in a classroom environment, in direct contact with other school personnel, students, parents, and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.