



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

LITERACY INTERVENTION AIDE

JOB SUMMARY

Under general supervision, to assist with providing instructional support in small groups through the preparation and delivery of literacy activities, lessons, and assessments; collaborate with district personnel, site personnel, and the staff associated with the District's Leveled Literacy Intervention Program or other District-adopted reading/intervention/literacy program; continuously expand knowledge through professional development; and do other related work as required.

ESSENTIAL FUNCTIONS

- Assist teachers by providing instructional assistance to individuals and small groups in reviewing and reinforcing previously introduced skills;
- Follow teacher's lesson plans and assist in preparation of plans based on teacher's direction and explanation of students' academic needs;
- Assist in the evaluation of the instruction and the students' progress and problems; Work in small groups;
- Assist teacher in preparing a variety of learning materials;
- Assist teachers in instructing students in the District's Leveled Literacy Intervention Program or other District- adopted reading/intervention/literacy program;
- Assist teacher in preparing and maintain bulletin boards, interest centers, educational displays and teaching devices;
- Operate technological equipment such as audiovisual equipment and overhead projectors; collect, categorize, and store equipment;
- Operate or learn to operate electronic teaching machines and computer terminals;
- Perform a variety of routine clerical and record keeping activities such as taking roll, collecting monies, filling out forms and applications, correcting papers, and implementing retrieval systems and procedures;
- File and record test scores, grades and other data in student records;
- May assist in administering, proctoring, and scoring tests and charting students' progress;
- May assist teacher in preparing materials for parent meetings;
- Operate office equipment, such as computers and copy machines in the preparation of instructional materials, bulletins, rosters, or other materials;
- Assist teacher in organizing classroom or other learning facility;
- Accompany students on fieldtrips;
- May attend in-service training sessions, back-to-school nights, parent conferences, and other school activities;
- May attend and participate in staff meetings concerning individual and group behavior adjustments of youth in special classes;
- Respect confidential nature of pupil records and school reports;
- Assist teacher in maintaining discipline and monitor classroom, playground or other areas;
- Observe and note behaviors and progress of students; report findings back to the teacher;

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Basic methods and techniques used in tutoring and ways to work effectively with students;
- General needs and behavior patterns of students at the level to which assigned;
- Appropriate English usage, spelling, grammar, punctuation and language arts;
- Basic arithmetical concepts;
- Routine record management, storage, and retrieval systems and procedures.
- Reading intervention strategies;

EMPLOYMENT STANDARDS (Continued)

ABILITY TO

- Project a mature, constructive, stable, and healthy attitude in a learning environment;
- Follow safety procedures and written & verbal instructions;
- Organize tasks, set priorities, maintain work pace;
- Understand and carry out oral and written directives;
- Perform repetitive & varied tasks;
- Manage multiple tasks;
- Work autonomously; Make independent decisions;
- Demonstrate problem-solving skills;
- Understand the basic concepts of child growth and development and possess a genuine liking for students;
- Keep records and perform routine clerical duties;
- Respond appropriately to evaluation & changes in the work setting;
- Critique children's literature/texts, identifying genre, theme, author's purpose, and organizational techniques;
- Understand the particular needs of youth having behavioral problems in school.
- Establish and maintain effective working relationships with those contacted in the course of work;
- Access and use District-adopted web-based systems.

EDUCATION / REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.
- Meet the requirements for State and/or Federal education legislation for instructional aides/paraeducators
- Pass the District Advanced Instructional Aide assessment test or have an Associate's degree or higher.

EXPERIENCE

One year of paid or volunteer experience working with multi-age groups of children required; experience providing service in the field of literacy and/or language arts preferred;

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carry out the essential duties and responsibilities of the position.

Physical Demands

Manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (occasionally); squat, kneel, push, pull, climb stairs (infrequently); Lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/ manipulate materials and supplies (frequently); use seeing, hearing & speaking (continuously).

Working Conditions

Indoor classrooms, outdoor school yard & grounds. Exposure to: student & playground noise, seasonal temperatures, dust and wind.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Salary Range 20

Proposed May 3, 2021