CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT-READ RIGHT

DEFINITION
Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in a classroom; and to perform a variety of clerical duties as assigned. The position will also involve direct oversight by a READ RIGHT Trainer for instructional, training and certification purposes.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Demonstrate competency in effectively tutoring a wide range of students, performing assessments, and correctly determining when it is time to advance, promote, or graduate a student from the program.
- Demonstrate an ability to effectively use the READ RIGHT Tutor Manual as a guide and resource to insure the integrity of the methodology is maintained.
- Assist certificated teaching staff with the development and preparation of instructional materials for students; assist in the preparation of graphic and written teaching materials.
- Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students; assist teaching staff in the conduct of lessons and other classroom activities; lead group discussions using appropriate questioning techniques; prepare for and assist with various classroom projects.
- Assist individuals or small groups of students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.
- At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; correct papers; report progress regarding student performance and behavior to the teacher.
- Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the classroom and on the school grounds; accompany students going from one location to another; assure the continuance of classroom activities and discipline when the teacher is absent from the room.
- Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating machines and assembling packets and materials for students.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies, preparing bulletin board materials and decorating the classroom; assist in maintaining a neat, orderly and attractive learning environment.
- Communicate important information to teachers, specialists, and parents, when so directed by the teacher.
- Assist teaching staff in assessing programs and materials to meet the needs of the children; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences, and classes to increase professional knowledge.
- Establish rapport with students; help build confidence, self-esteem and responsible behavior in students through one to one and/or small group interaction.
• Administer pre-tests as students enter the program, and administer post-tests and exit interviews when students leave the program.
• Inform school administration and staff about program progress on a regular basis.
• Gather student progress information during the month-end-review of each student’s file and submit data to READ RIGHT Systems within three working days of each month.
• Maintain the quality of the program by using the student progress reporting system and READ RIGHT field consultants as resources and take follow-up action as necessary.
• Maintain an open line of communication with students, teachers, administrators, the District trainer, and READ RIGHT to assure program quality.
• Be accessible and respond promptly to student, teacher, administration, trainer, and READ RIGHT concerns and scheduling needs.
• Perform the coordination and organization work required to keep all tutoring slots filled.
• Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
• Basic subjects taught in schools.
• English usage, spelling, grammar and punctuation.
• General needs, learning styles and behavior of children.
• Basic clerical procedures.
• Simple record keeping procedures.
• General methods of education and tutoring.
• General needs, learning styles and behavior of children.
• Basic child development theory and principles.
• Safe work practices.
• Reading, language development, and mathematics equivalent to high school competencies.
• Must attend READ RIGHT training modules and demonstrate competency in each training module.
• Must maintain annual certification through READ RIGHT.

Skill to:
• Learn to operate equipment used as educational aids.
• Operate office equipment.

Ability to:
• Learn the procedures and functions necessary to perform assigned duties.
• Work flexible and extended hours when the consultants are on site.
• Work independently within a larger context of team cooperation.
• Prompt follow-up on details.
• Communicate proactively with teachers, administrators, and READ RIGHT personnel.
• Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.
• Learn child guidance principles and practices.
• Interact effectively and sensitively with individuals from diverse backgrounds.
• Effectively direct the work of individual students and groups of students.
• Recognize potential of students and encourage their participation in educational programs and activities.
• Assist with the instructional and related activities of the assigned learning environment.
• Support the assigned teacher's style of classroom management.
• Supervise and discipline students according to approved policies and procedures.
• Read, write and understand the English language.
• Perform clerical duties, including filing and duplicating.
• Maintain accurate records.
• Maintain confidentiality of student and school information.
• Demonstrate an understanding, patient and receptive attitude toward children.
• Understand and follow oral and written instructions.
• Communicate clearly and concisely, both orally and in writing.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
• Manage the students and the project and to work effectively with school personnel to keep the tutoring slots full.
• Meet initial and on-going competency requirements of the READ RIGHT program.
• Become certified and be re-certified by a READ RIGHT Trainer each year.
• Work with a variety of READ RIGHT consultants who come to train tutors.

**Experience and Training Guidelines:**
*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
• Some experience working in an organized education or child care setting.

**Training:**
• Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education, or a related field is desirable.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*
• Ability to work in a standard classroom environment.

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