



PERSONNEL COMMISSION

Class Code: 5141
Salary Range: 12 (C1)

INSTRUCTIONAL AIDE – INTENSIVE READING CLINIC

JOB SUMMARY

Under immediate supervision, assist intensive reading clinic students to acquire literacy by developing phonemic awareness, symbol imagery and concept imagery; tutor students, individually or in groups, following specific lesson plans prescribed in accordance with program guidelines; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist intensive reading clinic students to acquire literacy by developing phonemic awareness, symbol imagery and concept imagery; discuss reading clinic activities with certificated staff to implement reading clinic activities and programs. **E**
- Tutor individual or groups of students following specific lesson plans prescribed in accordance with Seeing Stars®, Lindamood Phoneme Sequencing (LiPS ®), and Visualizing and Verbalizing (V/V ®) program guidelines. **E**
- Administer the Gray Oral Reading Test-4 (GORT-4), Woodcock Reading Mastery Test (Word Attack) and the Wide Range Achievement Test (Reading and Spelling) to students, under the supervision of the teacher/specialist, observing behaviors and responses and providing results to teacher/specialist for assessment. **E**
- Tutor and assist students in identifying consonants and vowels by distinctive oral-motor features; assist students in learning to apply symbol imagery to decode written language. **E**
- Tutor and assist students in learning concept imagery as a function of language comprehension, following directions, critical thinking and attention deficit; review sight words with students. **E**
- Conduct individual student and small group fluency reads to strengthen comprehension skills, inflection, smooth or fluent reading skills; record accuracy, comprehension and words per minute. **E**
- Correct student homework assignments and exercises; compute, record scores and return to students. **E**
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, recording attendance, completing forms, and maintaining various records and files related to student progress and assigned activities. **E**
- Assist with reading clinic activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean environment. **E**

- Communicate with school site staff and parents to exchange information regarding reading clinic activities. ***E***
- Operate a variety of office and classroom equipment such as a copier, laminator, telephone and a computer and assigned software. ***E***
- Accompany and monitor students in a variety of non-classroom activities including field trips, cafeterias, playgrounds and bus lines; assist with imposing discipline; observe and report student behavior and issues to the teacher. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***E***
- Attend and participate in reading clinic workshops, in-services and training programs as assigned. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An Instructional Aide - Intensive Reading Clinic works in a reading and writing based learning center with students who have been identified as not having attained age and grade appropriate literacy levels with traditional interventions. Utilizing specialized training methods, incumbents work with individual and small groups of students under the direction of a teacher/specialist to provide support to and assist in the identification and correction of reading and comprehension deficiencies following specific lesson plans.

EMPLOYMENT STANDARDS

Knowledge of:

General instructional methods and techniques.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Read text aloud to students with appropriate pacing, intonation and expression.

Child guidance principles and practices.

Learning patterns of children.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Basic first aid.

Ability to:

Assist students assigned to an intensive reading clinic to acquire literacy by developing phonemic awareness, symbol imagery and concept imagery.

Learn concepts and principles of Seeing Stars®, Visualizing and Verbalizing®, and Lindamood Phoneme Sequencing® literacy programs.

Learn standardized administration of the Gray Oral Reading Test-4, Woodcock Reading Mastery Test and Wide Range Achievement Test.

Tutor students following specific lesson plans prescribed in accordance with program guidelines.

Motivate and encourage positive learning patterns and behaviors.

Demonstrate understanding and patience toward students.

Work collaboratively as an educational team member.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using, tact, patience and courtesy.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Operate standard office and classroom equipment including a computer and assigned software.

Perform clerical duties related to reading clinic activities such as typing, sorting, measuring, cutting, filing and duplicating.

Maintain routine records and files.

Observe health and safety regulations.

Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience:

Six months of experience working with children in a structured learning environment. Experience implementing Lindamood-Bell® programs is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Incumbents in this classification must complete LBUSD training in the implementation of the Seeing Stars®, Visualizing and Verbalizing® and as needed, the Lindamood-Phoneme Sequencing® programs within six months of employment in this classification. In lieu of the LBUSD training, the incumbent will meet this standard if they have completed the trainings in the three above listed programs through the Lindamood-Bell Learning Processes centers.

WORKING CONDITIONS:

Classroom environment.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and classroom equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 08/21/1997

Revised: 10/10/2002

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