

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Reading Paraprofessional

**BASIC FUNCTION:** Under the supervision of the area Dean, performs a variety of specialized tasks to assist students in the reading program, including testing reading students and assessing their progress, tutoring reading students, assisting reading instructors.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Responds to needs and requirements of students working in the Reading Center.
2. Assists reading instructors in administering and scoring standardized reading testing and post-tests, and tabulates results for instructors' interpretation.
3. Works with reading students in the Reading Center on a one-to-one and small-group basis.
4. Keeps records of student progress and Reading Center activities; monitors students progress; certifies completion of instructor assignments; confers with instructors on student progress.
5. Maintains an inventory of resources available to students and instructors in the reading program, including audiotapes, printed materials, and computer software.
6. Maintains currency of reading resources under the direction of reading instructors.
7. Operates a variety of office equipment, including a personal computer and appropriate software.
8. Types requisitions, keeps records, prepares reports and composes letters to vendors and publishers.
9. Checks and balances Reading Center budget as directed.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate of arts degree from an accredited institution is required.

**EXPERIENCE:** Three years directly related work as a reading aide or tutor, preferably working with students at the high school or college level; and high degree of skill and competence in reading and in correct English usage, grammar, spelling, punctuation, and vocabulary are required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**ABILITY TO:** Communicate effectively both orally and in writing with students, staff, faculty, and other professionals associated with the reading program and the Writing and Reading Center; work as a member of a team; work confidentially with discretion; work independently with little direction.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, reading instructors, students, department specialist and Center coordinators.

09-01-09

**WORKING CONDITIONS:** Normal instructional environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.