

**DATE: APRIL 2024**  
**FLSA: NON-EXEMPT**  
**SALARY: GRADE J**  
**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

## **READING PARAPROFESSIONAL**

### **BASIC FUNCTION**

Performs a variety of specialized tasks to assist students in the reading program; conducts student testing and assesses progress; maintains an inventory of materials available for students; and conducts tutoring tasks.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management personnel. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing specialized duties in support of the District's reading programs. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Performs duties supporting the Reading Center including setting up lab materials and files, orienting students to the lab, and maintaining current editions of reading textbooks.
2. Assists reading instructors in administering and scoring standardized reading tests; scores tests; tabulates results for instructors' interpretation; administers make-up tests; and delivers or distributes test materials and maintains test inventories.
3. Works with students in the Reading Center on a one-to-one and small-group basis by tutoring them in reading comprehension, skills, and strategies.
4. Keeps records of student progress and Reading Center activities; monitors students' progress; certifies completion of instructor assignments; and 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; repairs materials; orders printed materials; and prepares and updates a prescription list of reading materials for instructors and students.
6. Maintains currency of reading resources under the direction of reading instructors; updates and supplements all printed materials; researches new resources and purchases them in accordance with policy; orders and maintains class sets of novels for supplementary reading instruction in specific classes.
7. Performs a diverse range of administrative tasks using appropriate software; prepares requisitions and composes letters to vendors and publishers.
8. Maintains a diverse range of student records and files for the program.
9. Monitors and balances Reading Center budget as directed.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

### **QUALIFICATIONS**

**Knowledge of:**

1. Operations and services of a program providing reading support to students.
2. Community college reading program levels and curricula.
3. Tutorial best practices as they relate to reading.
4. Methods and techniques of scoring reading related student tests.
5. Methods and techniques of working with students and/or groups to enhance reading comprehension and skills.
6. Barriers and obstacles to success encountered by community college students.
7. Understanding of learning strategies and factors that contribute to student academic success.
8. General business office administrative procedures.
9. General purchasing practices.
10. Inventory principles.
11. Methods and techniques of developing training materials.
12. Recordkeeping principles and practices.

**Ability to:**

1. Provide specialized support to the District's reading programs.
2. Work collaboratively with District faculty, staff, students, and administrators to ensure academic success of students.
3. Source and obtain materials needed for reading program services.
4. Set up and orient students to reading labs.
5. Score student reading assessment tests.
6. Provide reading tutoring services to students.
7. Establish and maintain filing, recordkeeping, and tracking systems.
8. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
9. Exercise independent judgment within general policy and procedural guidelines.
10. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
11. Communicate clearly and concisely, both orally and in writing.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.

**Education and Experience:**

An associate's degree and three (3) years of directly related work as a reading aide or tutor working with students at the high school or college level; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and

walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.