

INSTRUCTIONAL ASSISTANT - LANGUAGE ARTS ASSISTANCE PROGRAM (LAAP)

DEFINITION

Under supervision of the principal, and as directed by the District language arts assistance program (LAAP) supervisor, present early intervention reading program to first through third grade students and perform a variety of clerical tasks required for the articulation with classroom teachers, administrators and LAAP supervisor.

EXAMPLES OF DUTIES

Assist in conducting program referral process; administer, score and record tests; assist the classroom teacher in determining program participants; schedule times for instruction; tutor small groups of students, using provided explicit systematic phonics lesson plans as directed; conduct guided reading sessions; prepare comprehension activities to reinforce the content of the books used for guided reading; provide an educationally motivating environment; when needed, incorporate behavior modification methods; maintain daily record of student progress; attend meetings and trainings as required; assist in communicating student progress to classroom teachers, parents and administrators.

QUALIFICATIONS

Knowledge of

Student behavior and characteristics; supervision and motivation of students; correct oral and written usage of English; basic math, reading and composition skills; routine record keeping.

Ability to

Learn, understand, and apply knowledge of the reading process and how it is developed, implement the provided curriculum and instructional techniques, realize when curriculum modifications are necessary for meeting the students' needs and provide appropriate modifications; pass required mathematics, reading and writing proficiency examination; establish and maintain cooperative working relationships.

Experience

None required. Experience working with small groups of children preferred.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.