

Literacy Technician

Purpose Statement

The job of Literacy Technician is done for the purpose/s of providing intervention to students that are functioning below grade level through a program of intensive reading instruction; assessing students' reading literacy; implementing plans for remediation; and providing information on students' progress to teachers, parents and/or other personnel as required.

Essential Functions

- Assesses students' reading comprehension, accuracy and fluency for the purpose of identifying students functioning below grade level and appropriate for intensive reading instruction.
- Assists teacher and other instructional personnel for the purpose of providing literacy based instruction to assigned students.
- Attends in-service education (e.g. workshops, monthly training, conferences, etc.) for the purpose of expanding professional skills in reading assessment and instruction.
- Confers with teachers, parents and/or other instructional personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Evaluates assigned students' progress for the purpose of assessing instructional program and adapting materials as appropriate.
- Evaluates instructional materials for the purpose of determining appropriate materials for different reading levels.
- Instructs students performing below grade level for the purpose of implementing goals for remediation of reading, comprehension and/or fluency deficits.
- Prepares reading lesson plans appropriate for individual and/or small group instruction for the purpose of implementing goals for remediation of literacy deficits.
- Records students' progress (e.g. progress notes, program evaluations, etc.) for the purpose of documenting student and program success.
- Responds to inquiries from students, teachers and school personnel for the purpose of solving problems, communicating information, etc.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: language arts and classroom supervision.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; reading strategies; positive motivation techniques.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and use equipment for a variety of purposes under different conditions that requires an understanding of various methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is moderate; and with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied cultural and educational backgrounds; working under time constraints; and motivating students.

Responsibility

Responsibilities include: working under limited supervision; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience Job Related Experience is required.

Education High School Diploma or Equivalent.

Required Testing
Pre-employment Proficiency Exam

Certificates & Licenses
Instructional Assistant Certification
2 yrs College Coursework in Language Arts
CPR/First Aid Certificate
CPI Training
High School Diploma or Equivalent

Continuing Educ./Training
As needed

Clearances
Criminal Justice/Fingerprint Clearance

FLSA Status Non Exempt

Salary Grade White 33