

VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL SPECIALIST - READING SKILL DEVELOPMENT

DEFINITION

Under general supervision, to perform a variety of instructional functions pertaining to the reading and language skill development process, including assisting children who are non-English speaking or limited English speaking; to assist instructional personnel in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises pertaining to reading and language skill development activities.
- Tutor individual and small groups of students to reinforce and follow up reading skill development learning activities.
- Monitor and assist students in reading skill, writing practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques.
- Prepare or assist in the preparation of a variety of reading skill and language development materials and learning aids.
- Maintain a variety of records and files pertaining to student records and information, particularly pertaining to reading and language skill development progress.
- Operate and assist students in the operation of a variety of instructional media, and computer hardware and application software.
- Administer and score criterion referenced and reading skill aptitude tests, and charts and record the result.
- Requisition and maintain an appropriate inventory of reading skill and language development textbooks, instructional materials, supplies, and equipment.
- Collect, assemble, catalogue, and distribute reading and skill language development resource materials.
- Assist in maintaining an orderly, attractive, and positive learning environment.
- Participate in parent conferences as requested.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management, strategies, and techniques;
Instructional strategies pertaining to intensified reading skill and language development processes;
English usage, punctuation, spelling, and grammar;
Basic arithmetical concepts;
Automated record management, storage, and retrieval systems and procedures.

INSTRUCTIONAL SPECIALIST - READING SKILL DEVELOPMENT - Page 2

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students experiencing reading and language problems;

Communicate effectively in oral and written form and serve as an appropriate language model;

Perform routine clerical tasks and operate a variety of educational and office machines and equipment;

Learn and utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience as an instructional assistant providing service with children experiencing reading and language deficiencies.

Education:

Equivalent to the completion of the twelfth grade, supplemented by twenty (20) units of course work at the Community College level in child growth and development, and instructional technology, particularly in the area of reading and language skill development.