

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Reading/Math Assistant

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Teaching, Learning, Accountability

APPROVED BY: _____

DATE: _____

REPORTS TO:

District Literacy/Math Specialist and
Building Principal

GENERAL RESPONSIBILITIES

The Reading / Math Assistant supports the classroom teacher's efforts to provide a quality reading/math program to students in the classroom. This position reinforces and enriches the reading/math program under the supervision and guidance of the District Literacy/Math Specialist and in consultation with classroom teachers.

ESSENTIAL JOB FUNCTIONS.

- Provides support for the district reading/math program in consultation with classroom teacher and the District Literacy/Math Specialist.
- Provides reinforcement and reading/math support to individuals groups of students who have qualified for the district reading program.
- Administers, scores, and records achievement and diagnostic reading tests recommended by the District Literacy/Math Specialist.
- Administers pre-assessment test of reading/math skills, prepares relevant lessons plans, selects appropriate reading/math material from the district reading/math program curriculum and teaches the reading/math skills at the appropriate reading level.
- Conducts fall reading/math program conferences with parents. The fall conference is for the purpose of explaining the district reading/math program (but does not include evaluation of students). Assists with the sharing of results of the end of the year testing.
- Interfaces with all staff within the school and with the District Literacy/Math Specialist.

KNOWLEDGE AND SKILLS

- Requires knowledge of classroom environment and school curriculum and skill in techniques of teaching reading/math.
- Must have oral and written communication skills and basic computer skills.
- Requires an understanding of confidentiality.
- Requires strong interpersonal and organizational skills.

EDUCATION AND CREDENTIALING

- Four-year college/university degree required.
- Must hold a current, valid Illinois Teaching Certificate or substitute teaching certificate.

EVALUATION

- Building Principal or Assistant Principal will evaluate annually in conjunction with District Literacy/Math Specialist

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature