

	<p>Reading Intervention Instructional Assistant</p> <p>Terms of Employment: 10-month</p> <p>Exemption Status: Non-Exempt</p> <p>Salary: \$19,950 - \$39,023 AFSCME Scale: UA3 Grade 3-7</p>
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QUALIFICATIONS

- Demonstrated interest in and aptitude for working with elementary school aged children.
- Excellent human relations skills.
- Good oral and written communication skills.
- Ability to communicate effectively with staff, students and parents.

ESSENTIAL JOB FUNCTIONS

- Collaborates with the Reading Resource Teacher for instructional planning and delivery.
- Prepares reading interventions and monitors/records progress of students.
- Provide interventions to individuals and/or small groups of students determined by the Reading Resource Teacher.
- Collaborates with classroom teacher and reading teacher to discuss progress of students
- Maintains a safe and orderly environment.
- Regular on-time attendance.
- Performs related duties as assigned by the principal.

EDUCATION AND WORK EXPERIENCE

- High School Diploma required.
- Associates or Bachelor’s degrees preferred.
- Experience working with children.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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