MORGAN COUNTY SCHOOL DISTRICT
Classified Employee Job Description
Revised August, 2022

Job Title: Elementary Reading Aide/Tutor
Department: MGES
Number Employed: 4
Location(s) of Job: MGES
Salary Schedule: $13.00 – Up to 29 hours per week

GENERAL FUNCTION
Assisting Elementary Reading Teacher.

ORGANIZATION STRUCTURE
Job Title: Reading Aide
Jobs Reporting to this Title: none
Supervisor's Title: Principal

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Assist in administration of student testing and score tests as directed.
2. Tutor students in small groups, or individually to provide specialized reading instruction.
3. Create and maintain a safe and appropriate learning environment.
4. Follow supervisor recommendations regarding student placement.
5. Maintain appropriate student records.
6. Must be able to follow confidentiality requirements as outlined by MCSD and State of Utah.

MARGINAL FUNCTIONS
1. Complete training in all testing and scoring procedures.
2. Complete training in all intervention programs and methods presently being used at school.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

QUALIFICATION REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements--Not limited to the following:
1. Able to conduct verbal conversation.
2. Able to hear normal range conversation (approx. 60 decibels)
3. Able to sit, stand, stoop, kneel and walk.
4. Able to lift up to 10 lbs.

**Educational Requirements:**

High school diploma or equivalent.

**Knowledge & Ability:**

1. Good instructional skills.
2. Understand and use various learning strategies when working with students.
3. Take direction from supervisor.
5. General purposes and goals of public education.
6. Specific subject area content as required in job assignment.
7. English usage, punctuation, spelling, and grammar.
8. General concepts of child growth and development and child behavior characteristics.
9. Techniques used in controlling and motivating students.
10. Student testing and testing procedures.
11. Learn and perform specialized reading procedures.
12. Assist students with reading at various levels.
13. Assume the responsibility for supervising students.
14. Learn and utilize basic methods and procedures to be followed in instructional setting.
15. Demonstrate understanding, patience and warm receptive attitude toward children.
16. Understand and carry out oral and written instructions.
17. Maintain cooperative working relationships with supervisor, students, staff and administrators.
18. Must be detail oriented, organized and accurate.

**Job-Related Experience:**

None

**Licenses/Certification:**

None

**Machines, Tools & Equipment Used:**

None