

## Job Description

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**POSITION:** General Aide - Literacy (Save the Children)

**REPORTS TO:** Site Principal

**DEPARTMENT:** Service

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**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** 200 days

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** Under the direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignments as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Oversee the Implementation of the Literacy Block in the Afterschool Programs:**

- Structure the schedule of activities during the Developing Reader Literacy Block;
- Work with Nutrition and Physical Activity teacher and literacy staff to organize children into groups of ten based on grade levels, reading levels and behavior management concerns;
- Support literacy tutors in the planning and implementation of daily read-alouds, guided independent reading practice and fluency-building activities during the in-school, afterschool and summer programs;
- Provide feedback to literacy staff concerning best practices in daily read-alouds, guided independent reading practice and fluency-building activities; and
- Communicate regularly with the Program Specialist at the field office.

#### **Oversee the Implementation of Accelerated Reader™ (AR):**

- Work with school librarian to organize the books used for Save the Children programs;
- Assist with training school personnel in the correct use of AR, as needed;
- Incorporate one hour of planning time into daily schedule to enter data and prepare for programming;
- Incorporate one hour into weekly schedule to run and analyze AR reports;
- Address individual children's needs with appropriate staff and devise possible solutions;
- Assist school staff in administering STAR Reading™ test, if needed; and

- Administer post-STAR Reading™ test (if your school/program doesn't otherwise do so) for every child in Save the Children in-school and afterschool programs.

**Oversee the Implementation of In-School Direct Services:**

- Work with school personnel to identify struggling readers who would benefit from small group support;
- Oversee the implementation of activities such as guided independent reading practice, tutorials, and emergent reader modules by Save the Children trained tutors;
- Administer pre- and post-assessments for children participating in Save the Children tutorials.

**Support attendance tracking:**

- Record daily program attendance in the online Monitoring and Evaluation (M&E) System on the US Program Portal and
- Make sure children's names from AR exactly match children's names in the M&E System

**QUALIFICATION REQUIREMENTS AND SKILLS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

**EDUCATION AND/OR EXPERIENCE:**

- Pass state competency test for aide as per WV §18A-4-8e
- Possess high school graduate or equivalent or be enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5

**LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to compute rate, ratio, and percent, draw and interpret bar graphs

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

**OTHER SKILLS AND ABILITIES:**

- Ability to develop effective working relationships with students, staff and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform duties with awareness of all district requirements

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 50 lbs., such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights*