

READING CENTER TECHNICIAN

BASIC FUNCTION:

Under the direction of the Independent Study Coordinator, plan, organize, and coordinate a variety of related reading activities; provide and/or facilitate reading remediation and technical assistance to students; coordinate computer materials and other related supplies with designated staff; serve as a liaison between the schools and the community to conduct a district-wide reading program.

REPRESENTATIVE DUTIES:

- Provide and/or facilitate a reading remediation program. **E**
- Serve as a liaison between the district, community, volunteers, and parents.
- Provide staff, students, and parents diagnostic and prescriptive data to enable student reading improvement. **E**
- Work with designated staff to provide them with computer skills and materials necessary for student reading improvement.
- Maintain and review student files.
- Measure student progress and ensure proper student placement. **E**
- Assist students in the proper operation of various lab equipment. **E**
- Maintain inventory and supplies.
- Prepare and maintain a variety of records and reports related to assigned students and activities. **E**
- Provide and support inservice training for staff and mentors.
- Perform related duties as assigned.

KNOWLEDGE OF:

District organization, operations, policies, and goals.

Operation of a computer and assigned software and other lab equipment.

Accurate record keeping methods and practices.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Laws, rules, regulations, guidelines and procedures related to assigned activities.

Tutoring students in assigned subject areas.

ABILITY TO:

Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Provide technical assistance to students and staff in the area of reading improvement.
Serve as a liaison between the school and the community.
Operate a computer and other office equipment as assigned.
Establish and maintain cooperative and effective working relationships with students, staff and the public.
Communicate effectively both orally and in writing.
Work independently with minimum supervision.
Oversee the maintenance of the lab.
Compile data and prepare reports related to students.
Network with the community to involve volunteer participation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work and two years increasingly responsible clerical or office coordination experience.

WORKING CONDITIONS AND ENVIRONMENT:

Lab environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to observe students.
Ability to operate a computer keyboard and lab equipment.
Sitting or standing for extended periods of time.

4/30/98
SMJUHSD
Range 16