

Job Description  
**La Porte Community School Corporation**  
**JOB TITLE:** Title I Literacy Assistant

**IMMEDIATE SUPERVISOR:** Title I Teacher (may vary by assignment)

**SUMMARY:** The Title I Literacy Assistants will work with Title I Certified Teachers to provide direct literacy instruction to Title I students. In addition, the Literacy Assistants will provide literacy and English Language instruction to all Levels 1 and 2 ENL students where applicable.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Collaborate with the Title I teacher and classroom teacher to provide supplementary literacy instruction (ex. Literary Groups)
2. Assist with any and all literacy testing (ex. DRA, Marie Clay Observational Survey)
3. Provide language assistance to ENL Level 1 & 2 students daily
4. Assess ENL students using the Woodcock-Munoz testing instrument
5. Oversee the ENL program, if applicable, and provide guidance to the ENL tutor
6. Be prepared and punctual for all literacy and language student sessions
7. Complete ILP (Individual Learning Plans) for each student receiving ENL tutoring – update at end of the year
8. Complete Student Service List and update at each grading period

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential function 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.

**Education and/or Experience that is Required:**

Bachelor of Science in Education, valid Indiana Teaching Certificate.

**Language Skills:**

Ability to read and interpret textbooks and/or teacher guides. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization. Ability to administer language testing instruments to children.

**Mathematical Skills:**

Ability to work with mathematical concepts appropriate to the students' grade level. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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 the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair and on the floor; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

The employee should be able to use the following machines, tools, equipment and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, various computer programs, copy machine.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 moderate.