



Literacy Aide

Assignment:	10-month IMRF
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	10-Month Year
Wages:	According to the Leyden Support Council Contract
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Reading Teacher, Literacy Department Chair, and ESP Supervisor

Qualifications:

- Must meet the current ELS (PARA) License or Professional Educator License.
- High school diploma or equivalent required.
- Experience working with high school students in an academic or instructional support role preferred.
- Background in literacy support, reading intervention, or tutoring is advantageous.

Essential Job Functions:

- Speaks clearly and understandably; produces legible written communication.
- Proficient in the use of computers, software applications, and peripheral devices.
- Demonstrates the ability to quickly and thoroughly learn new technologies.
- Able to remain seated and work at a desk for extended periods.
- Works effectively and respectfully with others; maintains fairness and consistency when interacting with students.
- Physically capable of standing, walking, running, and climbing stairs during portions of the workday.
- Observant and able to visually monitor assigned areas.
- Maintains awareness of and contributes to the safety and security of students, staff, and school property.

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- Dependable and punctual, consistently meeting daily attendance expectations.
- Maintains strict confidentiality concerning student and staff records, disciplinary matters, and sensitive personnel issues.

Performance Responsibilities

- Lead small reading groups focused on developing reading comprehension and vocabulary skills.
- Conduct oral reading sessions and engage individual students in discussions to enhance understanding.
- Supervise and support students during computer-based literacy activities.
- Assist students in selecting appropriate reading materials aligned with their reading levels and interests.
- Accompany classes on field trips, providing supervision and support as needed.
- Support the administration of reading assessments, including test preparation, scoring, and data recording for current and newly enrolled students.
- Assist in the circulation, organization, and inventory of classroom library materials.
- Help obtain and manage classroom supplies to support instruction.
- Prepare and submit duplicating requests for instructional materials used in lessons.
- Maintain accurate records related to purchase orders, invoices, student enrollment, and other documentation.
- Provide individualized instruction to students in areas where they demonstrate academic deficiencies.
- Perform additional duties as assigned by the classroom teacher, Literacy Department Chair, school administrators, or Education Support Personnel Supervisor.

Physical Demands and Work Environment:

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 stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

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The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 06/04/2025

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