



**JOB DESCRIPTION**  
**Dyslexia Aide – Middle School**

**JOB DESCRIPTION:**

The Dyslexia Aide, under the general supervision of the Principal and the immediate direction of a teacher, assists the teacher in the preparation and management of classroom activities, student behavior, administrative requirements, and facilitates the classroom routines and lessons.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- No Child Left Behind Compliance (for Title school)
- Some experience working with children
- Basic clerical skills

**ADDITIONAL REQUIREMENTS:**

- Skills testing may be required
- Must be eligible for state certification (required if hired)

**KNOWLEDGE / SKILLS / ABILITIES:**

- Must be eligible for state certification (required if hired)
- Ability to follow verbal and written instructions.
- Ability to operate basic office equipment and adaptive assist devices
- Ability to communicate effectively and work well with children and staff

**DUTIES AND RESPONSIBILITIES**

1. Performs dyslexia proctor duties by assisting, monitoring, and supervising dyslexia groups along with the video taped dyslexia program.
2. Prepares the classroom and the instructional materials for student use.
3. Assists students with units of instruction designated on the video tape.
4. Manages student behavior and activity to facilitate a positive classroom climate.
5. Is responsible to facilitate the classroom routines/lessons.
6. Operates office equipment as well as adaptive assist devices for students.
7. Attends required in-service training sessions.
8. Provides orientation and assistance to substitute teachers.
9. Reports student performance and data collection.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities required.

**WORKING CONDITIONS**

**MENTAL DEMANDS:** Ability to communicate (verbally and written), understand verbal instructions, read, instruct, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry medium weight (15-44 pounds), pull, push, hear, speak, repetitive hand motions and maintain visual acuity. Ability to work inside, with extreme noise levels at times.

**SUPERVISORY RESPONSIBILITIES**

None

## **EQUIPMENT USED**

Basic office equipment  
Adaptive assist devices

**Paraprofessional Pay Grade: 4**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: September 24, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*