



INSTRUCTIONAL ASSISTANT

To Apply

Posted: April 15, 2024

Position Title: Early Reading Intervention Specialist

Job Type: Part-time/ non-exempt

Start Date: September 2024

Organization Name: Grace Cascade Christian Schools

School: Grace Christian Elementary School

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kaylene Brown, Human Resources

Contact Phone: (541) 608-1315

Contact Email: kbrown@gracechristian.org

Salary Range: \$14.73-\$16.59/hour

Minimum Requirements: Previous elementary reading intervention experience preferred.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Early Reading Intervention Specialist

Status: Non-Exempt Employee/Classified Hourly

Reports to: Elementary Principal

General Description: The Early Reading Intervention Specialist provides students in grades Kindergarten through second grade with additional reading support.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports school's mission, vision, and core values.

Knowledge and Experience

- Must be able to communicate well with students, staff and parents.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents and the community.

- Works successfully with families and staff.
- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and criticism.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

Position Responsibilities

- Prepares and monitors student computer-based speech appointments with Presence Learning, the school's online speech resource.
- Prepares and conducts Dibels assessments three times per year with all kindergarten through fifth grade students. Compiles student reports for teachers and administration.
- Designs intervention plans, prepares, and teaches small grade level reading groups for grades kindergarten through second grade.
- Promotes interest in reading.
- Works with classroom teachers and administration to monitor student progress.
- Maintains student records of progress.
- Stays up to date on state assessment changes and requirements. Attends trainings as needed or required by administration.
- Provides support for classroom teachers and staff.
- Assists and monitors students throughout the school as assigned by administration.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
- Physical agility to lift up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

Note: *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*