

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JANUARY 1990**  
**RANGE: 34.5**  
**CLASSIFIED**  
**CODE: 4, 5**

### **INSTRUCTIONAL AIDE I – READER**

#### **DEFINITION**

Under general supervision, the Instructional Aide I – Reader will perform a variety of tasks to assist a teacher who is visually impaired;

perform routine clerical and supportive tasks for instructional personnel;

do other related work as required.

#### **EXAMPLES OF DUTIES**

Read teacher manuals, catalogs, school forms, and files to teachers who are visually impaired;

assist in library research: Aurally records material instructions, manuals, handbooks and paperwork;

trace or copy and enlarge literature, charts, and dittos;

assist teacher in filling out paperwork.

#### **QUALIFICATIONS**

##### Knowledge of:

Basic characteristics of child growth and development and developmental behavior characteristics.

##### Ability to:

Read at a level appropriate to the position, articulate and write or print clearly;

describe and articulate pictures, graphs, and charts.

##### Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment;

One year secretarial experience preferred.

##### Education:

Must possess a high school diploma.

##### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/18/15

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