## America Reads/Counts Program Description

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>School Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Type</strong></td>
<td>Public</td>
</tr>
<tr>
<td><strong>School Name</strong></td>
<td>Westhill Elementary School</td>
</tr>
<tr>
<td><strong>Grade Level</strong></td>
<td>Elementary</td>
</tr>
<tr>
<td><strong>District</strong></td>
<td>Northshore School District</td>
</tr>
<tr>
<td><strong>Pay Rate</strong></td>
<td>$16.00 - $18.00</td>
</tr>
<tr>
<td><strong>Availability</strong></td>
<td>Mondays and Wednesdays; 5 hours each day. (10 hours per week) Work Study at Westhill Elementary - Stephenie Horman <a href="mailto:stephenie.horman@gmail.com">stephenie.horman@gmail.com</a></td>
</tr>
<tr>
<td><strong>Contact Supervisor</strong></td>
<td>Ruth Anspaugh</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>425-408-7621</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:ranspaugh@nsd.org">ranspaugh@nsd.org</a></td>
</tr>
</tbody>
</table>

## Duties and Responsibilities
1. Provides assistance with instructional activities (i.e. one-on-one instruction and modeling; small group instruction; assists with reading and research skills; tutors individuals or small groups of students, reinforcing instruction as directed by the teacher).

2. Provides support to the teacher by setting up work areas, decorating bulletin boards and displays, operating audio-visual equipment, preparing classroom supplies (i.e. cutting, laminating, copying) and distributing and collecting paper and supplies.

3. Assists in identification of student-related behavior problems and implements behavior modifications as directed by the teacher. Monitors and reports student progress regarding performance and behavior.

4. Administers student tests, corrects student work, records grades, and maintains other classroom records as directed by the teacher.

5. Performs routine clerical duties; operates various office equipment; types, performs data entry, files, photocopies, and modifies instructional and office administration materials, at the direction of the teacher or office secretary.

6. Assures the health and safety of students by following health and safety practices and regulations.

7. May participate in all school-wide activities, in-service training, and meetings.

8. Performs all other office and classroom related duties as assigned by principal, building secretary or librarian.

**Minimum Qualifications**

**Knowledge, Skills, and Abilities**

- Ability to work cooperatively with teachers and enjoy interacting with children; knowledge of correct English usage, grammar, spelling, punctuation and vocabulary;
- Ability to communicate effectively both orally and in writing; ability to understand and follow oral and written directions;
- Skilled in reading, writing and arithmetic consistent with the appropriate grade level and assignment;
- Keyboarding skills by touch;
- Ability to operate instructional equipment and office machines;
- Ability to maintain confidential information;
- Ability to interact with children in a warm, confident manner;
- Ability to establish and maintain effective working relationships with students, parents, staff and the community.

**Educational Benefits**

**REPORTING RELATIONSHIP**

Reports to librarian and building principal in the performance of general classroom duties relating to the instruction of students.

**WORKING CONDITIONS**

Works in an office environment or classroom setting. May work outside in inclement weather.

**Additional Information**