



Flour Bluff Independent School District Job Description

JOB TITLE: Reading Lab Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Reading Lab Aide, in responding to the unique needs of students, is to interact effectively with the assigned teacher within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency
- Certified Read Right Tutor

MAJOR RESPONSIBILITIES AND DUTIES:

1. Administers pre-tests as students enter the program and administers post-tests and exit interviews when students leave the program.
2. Assists the teacher in preparing instructional materials and work.
3. Assists the teacher in maintaining an orderly classroom environment for learning.

4. Informs school administration about program progress on a regular basis.
5. Gathers student progress information during the month-end review of each student's file for submission to READ RIGHT.
6. Maintains an open line of communication with students, teachers, administrators, the district trainer, and READ RIGHT to assure program quality.
7. Works with a variety of READ RIGHT consultants who come to train tutors.
8. Demonstrates knowledge of district and administrative policies applicable to the position.
9. Exhibits maturity and emotional control.
10. Accepts and performs additional school related assignments in a positive and efficient manner.
11. Dresses and grooms appropriately.
12. Exhibits punctuality and dependability in performing his or her job.
13. Adheres to proper channels when communicating ideas, problems, etc.
14. Adheres to Professional Ethical Standards in relationship to students, teachers, peers, and administrators.
15. Participates in staff development and professional growth activities.
16. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; standard instructional equipment.

Posture:

Moderate standing; occasional kneeling, squatting, bending, and stooping.

Motion:

Moderate walking

Lifting:

Regular light lifting and carrying (less than 15 pounds)

Environment:

Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.

