



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE:                   READER**

**BASIC FUNCTION:**

Receives general supervision from an administrator to assist blind certificated employees with reading instructional materials or files in an assigned school.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Assist in the reading of instructional materials, assignments and files to be used by blind certificated employees in classrooms and individual study situations.

Proofread, file and check and record information on records.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Correct English usage including vocabulary, spelling, grammar and punctuation;
- Effective communication skills, both oral and written;
- Office methods and filing systems.

ABILITY TO:

- Follow and understand oral and written directions;
- establish and maintain cooperative working relationships with those contacted in the course of work; read clearly and precisely;
- Physical capability sufficient to perform the work required.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

## **Reader – Continued**

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to completion of the twelfth grade.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 50 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

#### HAZARDS:

Board Adopted: 1/11/05 CSEA Chapter 821 Salary Range: 25
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