

LAY READER

DEFINITION

Under general supervision of a classroom teacher, corrects compositions, essays, exams, and term papers away from the school; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class assist certificated staff with paperwork relative to the reading, correcting, and scoring of English course work. Incumbents are expected to make semi-professional judgments relative to grammatical construction, vocabulary, correct word usage, syntax and writing form in the grading of poetry, creative writing projects, essays, and papers. Incumbents are expected to pick up and return papers to teacher within a specified time frame.

EXAMPLES OF DUTIES

Reads and corrects English themes, examinations, stories, book reports, poetry notebooks, essays, tests, and term papers. *E*

Indicates errors and provides students with correct or improved examples. *E*

Scores papers on subjective as well as grammatical level. *E*

Corrects for spelling, vocabulary, word usage, syntax, correct form, punctuation, sentence construction, meaning, and overall proficiency and skill. *E*

Provides students with individualized feedback regarding areas of weakness. *E*

Grades and records grades as assigned.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. English usage, spelling, grammar, and punctuation; and
2. Different writing styles used in poetry, creative, expository, and narrative writing.

Ability to:

1. Recognize written errors and correct them;
2. Learn to apply good judgment, relative to the instruction of students, in comments and corrections;
3. Recognize underlying grammatical deficiencies in student work and communicate them to the supervising teacher and/or student;

Ability to: (cont.)

4. Implement the standards of proficiency set by the teacher;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work; and
7. Comprehend and follow instructions.

TRAINING AND EXPERIENCE

Equivalent to completing the 12th grade; recent experience or training in English composition and grammar.

WORKING CONDITIONS

Environment:

Classroom environment; subject to sporadic assignments of limited duration.

Physical Abilities:

Seeing to read, hearing and speaking to exchange information; sitting for extended periods of time.

Revised: 7/81