



For the future of every student

CLASS TITLE: PARAEDUCATOR - SPEECH AND LANGUAGE

BASIC FUNCTION:

Under the general supervision of the school principal or designee and daily direction of a certificated Speech/Language Pathologist, assists in providing authorized and appropriate services for students identified as having special needs in the area of speech and language communication such as developing pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. Employees in this classification receive direct supervision within a framework of well-defined policies and procedures. This job class provides responsible paraprofessional instructional activities in support of the educational/training objectives of certificated staff and requires a high degree of positive contact with special education students and certificated staff. Depending on assignment, employees in this job class work with students who have moderate to severe learning, physical, and/or emotional disabilities.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Travel to assigned schools to assist Speech/Language Pathologists with assessing and remediating speech and language handicapped students according to an established schedule.

Provide assistance in language development instruction to individuals or small groups students, reinforcing instruction by the Speech/Language Pathologist.

Assist in selecting and preparing appropriate materials and activities for individual students; assist in administering tests and assist in grading as directed; confer with Speech/Language Pathologists concerning tests and materials to meet student needs.

Assist Speech/Language Pathologists by making telephone calls and attending parent-teacher conferences and meetings.

Perform a variety of clerical duties including duplicating, filing and maintaining various records and reports; schedule activities, prepares charts, records, graphs, or otherwise display student performance data; operate various office equipment including telephone and copier.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance; maintain a facilitating environment for assigned tasks.

Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site.

Conduct speech-language screening, without interpretation, and using screening protocols developed by the supervising Speech/Language Pathologist.

Provide direct treatment assistance to students under the supervision of a Speech/Language Pathologist.

Follow and implement documented treatment plans or protocols developed by the supervising Speech/Language Pathologist.

Document student progress toward meeting established objectives, and report the information to a supervising Speech/Language Pathologist.

Perform checks and maintenance of equipment, including, but not limited to, augmentative communication devices.

Deals effectively with behaviors of students.

Maintains student performance documentation.

Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods and techniques used in speech and language development.

Understanding of the principles and practices surrounding speech/language and hearing pathology.

Basic principles and practices of child development and child guidance.

General needs and behavior of children.

Methods and techniques of instruction.

Core academic subjects taught in District schools, including mathematics, English and language arts, reading, history and social studies, and science.

Safe practices in classroom, outdoor and playground activities.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communications skills.

English grammar, spelling, punctuation and vocabulary.

Sufficient human relations skills to work productively, and achieve and maintain trust and cooperation with supervisors, teachers, colleagues and students in formal and informal settings.

ABILITY TO:

Understand the needs of students with speech and language handicaps.

Assist with instructional goals and related activities of the assigned learning environment.

Reinforce instruction to individuals or small groups of students as directed by the teacher.

Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

Assist students by providing proper examples, emotional support, friendly attitude and general guidance.

Demonstrate an understanding, patient and receptive attitude toward students with special needs.

Work well with students from diverse cultural, economic and ability backgrounds.

Effectively assist teacher in responding to students' emergencies.

Prepare materials for classroom and instructional use as assigned by classroom teacher.

Set up work areas, displays and exhibits.

Perform general clerical duties and maintain records in support of a teacher.

Print and write legibly.

Learn methods and procedures to be followed in an instructional environment.

Work independently with minimal direction.

Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

Maintain confidentiality of privileged information obtained in the course of work.

Communicate clearly and concisely, both orally and in writing.

Understand and follow oral and written directions.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet schedules and timelines in an environment with constantly changing

priorities.

Establish and maintain effective working relationships.

React calmly under stressful situations and emergencies.

May lift or move students with physical limitations, with appropriate training and assistance.

Maintain regular and consistent attendance.

Travel to multiple sites within work day.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

AND

Experience working with school-age children in an organized educational, health, child care, or other structured setting including experience working with special education children. Experience working with students with speech and language disorders is preferable.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

Some positions in this classification may require the ability to fluently speak, read, and write a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.

Seeing to monitor student progress and read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.