POSITION DESCRIPTION

TITLE: Speech and Language Pathology-Communication Disorders Assistant

LOCATION: Special Services

REPORTS TO: Speech/Language Pathologist/Department Head

DEPARTMENT: Special Services

SUMMARY STATEMENT:
Under the supervision of the Speech/Language Pathologist and the Department Head for Speech/Language, the paraeducator will assist with both elementary and secondary student therapy (serving both regular and special education population), descriptive reports as related to student progress, and material preparation. The paraeducator may be required to travel between locations in order to carry out job responsibilities.

ESSENTIAL FUNCTIONS:
1. Demonstrated ability to assist the Speech/Language Pathologist, working with elementary and secondary students (both regular and special education population).
   • Observe and record communication performance of students in the school environment.
   • Take data when appropriate and record results.
   • Schedule parent, teacher, and professional conferences.
   • Plan and attend IEP (Individual Education Program) and parent conferences as appropriate.
   • Carry out therapy and maintenance programs as prescribed and supervised by the building Speech/Language pathologist.
   • Participate in appropriate inservice training activities to develop and maintain performance skills and competencies.
   • Assist in those aspects of the assessment process that do not require clinical interpretation or specific interaction between the examiner and the client.
   • Perform clerical tasks regarding the establishment and maintenance of student records and files, including performance records to be reviewed by the building Speech/Language Pathologist.
   • Perform materials preparation for student programs.
   • Travel from location to location in order to accomplish tasks.

OTHER RESPONSIBILITIES:
1. Perform related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Bending/Stooping (Up to 33%)
- Hearing (66-100%)
- Acceptable Attendance

- Writing (66-100%)
- Standing (Up to 33%)
- Sitting (33-66%)

- Speaking (66-100%)
- Walking (Up to 33%)
- Driving (33-66%)
MENTAL DEMANDS REQUIRED:
Reading (66-100%)  Multiple Concurrent Tasks (66-100%)  Verbal Communication (66-100%)
Constant Interruptions (66-100%)  Written Communication (66-100%)  Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, copy machines, FAX machine, and all other equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Minimum of two years of coursework emphasizing speech/language pathology, or four years of related experience.
2. Demonstrated ability to work with and supervise both elementary and secondary students (both regular and special education population).
3. Prior experience working with communication needs of mildly, moderately, and severely handicapped students preferred.
4. Demonstrated organizational skills, the ability to prioritize tasks, and the ability to follow through.
5. Must be able to demonstrate personal characteristics of flexibility, initiative, cooperation, and work ethic.
6. Demonstrated ability to effectively communicate both verbally and in writing.
7. Demonstrated ability or willingness to learn computer skills.
8. Demonstrated ability to operate the office equipment as outlined above.
9. Demonstrated ability to travel from location to location in order to accomplish tasks.
10. Demonstrated ability to establish positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________  Date: ________________

District: _________________________  Date: ________________

Revised Date: 12/20/16
Classification: Paraeducators or Pro-Tech if qualified
Class: Class II or Class V
Display on Web? Yes

Speech and Language Pathology-Communication Disorders Assistant