

Southern Kern Unified School District

Position Description

Position Title: **Paraeducator, Speech**
Department: Special Education
Reports To: Principal and/or Designee, Special Education Coordinator

SUMMARY: Under general* supervision of certificated speech and language pathologist. To perform a variety of instructional tasks, to assist with providing remedial programs and instructional activities to students with speech and language disorders (including, but not limited to activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication), to perform a variety of routine clerical and supportive activities for speech pathologist; to perform other related tasks as required.

*General supervision is defined as guidance, training, and general oversight from certificated speech and language pathologist, does not require direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Assists the speech pathologist in organizing the speech pathology caseload.
- Assists in the organization and maintenance of students' confidential files.
- Assists in organization of IEP schedules and setting up IEP dates.
- Assists in the development of materials directed toward a students' objectives and speech goals.
- Assists in providing therapy to students, according to their individual goals and objectives and documenting the students' progress.
- May conduct speech/language screenings.
- Serves as a liaison between the pathologist, staff, administration, and parents.
- Attends Open Houses, IEP's, and conferences when requested.
- Establishes and maintains effective working relationships with staff, students, and parents.

SUPERVISORY RESPONSIBILITIES: Supervises students under teacher/pathologist direction.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: State Certification (or meet State requirements in order to apply for and receive certification) as speech language pathology assistant, or AA degree in the field of Speech Pathology/Communications, Education, or related field. Desirable: BA in Communications. Previous experience with language-disordered students in highly preferred.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work with regular education students as well as severely and non-severely handicapped. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls, climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift 30 lbs. and/or push/pull up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where sounds are coming from and hear in a noisy environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive from one school site to another, so a valid driver's license is required. The noise level in the work environment is usually moderate. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.