

SPEECH/LANGUAGE TEACHER'S ASSISTANT

Purpose Statement

The job of the Speech Language Assistant was established for the purpose/s of providing speech/language therapy sessions as determined by the individual student's Individual Educational Plan under the supervision of the SLP/SLPA. The therapy sessions support special education students. This job reports to Principal and Director of Special Education

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the SLP/SLPA for the purpose of supporting and reinforcing classroom objectives.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behavior management, Restraint Training, IEPs, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with SLP/SLPA for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.
- Monitors students with disabilities during assigned periods within a variety of school environments, (Speech/Language therapy sessions) for the purpose of maintaining a safe and positive learning environment.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.
- Participates in the implementation of IEP goals for the purpose of meeting IEP goals and/or district benchmarks.
- Participates in the implementation of student behavior plans for the purpose of ensuring effective and safe student learning.
- Performs clerical tasks (e.g. making copies, filing, etc.) for the purpose of helping the SLP/SLPA get instructional materials ready.
- Provides instruction, under the supervision of the SLP/SLPA, to the students in a variety of individual and group speech/language therapy sessions for the purpose of reinforcing instructional objectives; implementing IEP, and ensuring students' success in school.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: nonviolent crisis intervention restraints; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education Associate or Arts Degree (transcript), two years of college (60 hours), or successfully pass the Para-Pro Test.

Requirement

This is a non-certified position.

Certificates & Licenses

Valid Driver's License/Evidence of Insurability

Continuing Educ./Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade