

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Language Assistant</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	4
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	876
<b>Reports to:</b>	Coordinator of Related Services

### **JOB SUMMARY**

Under the general supervision of the Coordinator of Related Services, the Language Assistant assists the speech/language pathologist in providing speech and language services to individual students and classroom groups.

### **ESSENTIAL JOB FUNCTIONS**

- Under the direction and supervision of the Speech Pathologist, provides articulation and language services to assigned students.
- Helps children/students pronounce phonemes correctly, formulate correct sentences, improve vocabulary skills, and work on overall language development.
- May be required to assist students with pre-language skills and interventions.
- May be required to assist students with sign language/assistive technology.
- Monitors and assesses student performance in speech/language activities and keeps daily logs on each student.
- Meets with individual students or small groups for speech/language instruction, practice and drill.
- Maintains records on student progress as directed by supervisor.
- May be required to monitor student files for compliance with district, state and federal policies and regulations.
- May perform hearing screening tests using an audiometer and assist audiologist, parent volunteers, and faculty members with the coordination of hearing screenings.
- Consults with speech/language pathologist or coordinator regarding interventions. Discusses progress, programs and behaviors of students.
- Prepares and maintains therapeutic materials. May be required to prepare letters, handouts, etc., using personal computer and/or typewriter, at request of supervisor.
- May be required to schedule appointments for conferences between the speech/language pathologist and parents.
- Prepares copies of worksheets, tests, papers and other curriculum materials. Laminates materials.
- Substitutes for Speech/Language Pathologist when needed.

- Attends training and meetings.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and experience required. Additional related education desirable.
- Attendance at inservice classes and staff development meetings required after hiring.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work effectively with students, parents and speech/language pathologists.
- Flexible and cooperative manner required.
- Ability to use small office equipment and computers.
- Ability to manage inventory and property.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*