

Inter-Lakes School District Position Description

Position Title: Speech Language Assistant

Reports To: Speech Language Pathologists, Special Education Director, Building Principal, Assistant Principal

GENERAL SUMMARY: Working under the general direction of the speech-language pathologists, Special Education Director and building administrators, the Speech-Language Assistant will assist with a variety of instructional and therapeutic tasks with identified students. Daily instruction will be coordinated with the Speech-Language Pathologists.

ESSENTIAL JOB FUNCTIONS:

- Instruct students in specific IEP objectives under supervision of speech-language pathologists.
- Provide enrichment and reinforcement of skills and concepts taught as part of the curriculum making modifications as needed.
- Monitor the progress of students providing documentation as necessary.
- May be requested to attend staff/parent conferences, staff meetings, in-service programs and other meetings.
- Provide clerical support to speech-language pathologists.
- May prepare lesson plans as needed under the supervision of speech-language pathologists.
- Implement required behavior management programs consistently
- Develop and make adapted therapy materials under the supervision of speech language pathologists.
- Provide reinforcement of specific therapies.
- Check and maintain equipment.
- Assist co-workers
- Communicate effectively and positively
- Identify potential problems and effectively participate in their solution.
- Accept assignments outside in a cooperative manner
- Work to keep informed of school issues.
- Demonstrate independence and show initiative
- Maintain a good record of attendance and punctuality
- Maintain confidentiality of the work place.
- Understand and comply with all school policies and procedures
- Demonstrate positive and respectful interactions with students
- Maintain appropriate self-control when dealing with students
- Supervise students in an appropriate manner.
- Communicate to administration any safety concerns.
- Other duties as assigned.

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job function as listed, either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case by case basis.

EDUCATION / EXPERIENCE:

High School Graduate

Completion of a Certified Speech-Language Assistant Program.

Demonstrated ability to work with children in a variety of settings.

Experience working with special needs students preferred, but not required

WORKING CONDITIONS:

Primary setting is the speech rooms and classrooms, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary.