

## SCHOOL DISTRICT OF BAKER COUNTY

### JOB DESCRIPTION

#### **SPEECH/LANGUAGE ASSOCIATE**

#### **QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution with a major in speech-language pathology or speech-language impaired.
- (2) Valid Florida certification as a Speech-Language Impaired/Associate.

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

Ability to implement treatment plans. Comprehensive knowledge of assessment and remediation of speech/language impairments. Knowledge of federal and state laws, district rules, and guidelines relating to program implementation. Ability to function as a team member and to interact effectively with students, teachers and parents. Ability to maintain accurate records and manage time efficiently. Ability to maintain confidentiality

#### **REPORTS TO:**

Director of Student Services and Exceptional Education

#### **JOB GOAL**

To provide a comprehensive program of speech/language services to appropriately identified students and assist them in becoming effective communicators.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in the development of the Individual Education Plan (IEP) for students enrolled in the speech and language program.
- \* (2) Select or prepare materials and supplies for program implementation, including therapy, classroom, and home activities.
- \* (3) Sequence activities appropriately.
- \* (4) Plan educationally relevant therapy under the direction of the Speech/Language Pathologist.
- \* (5) Establish schedules for delivery of services.
- \* (6) Assist in the preparation of reports and interpretation of state standards for program eligibility.
- \* (7) Assist in the preparation and maintenance of audit files on students in the speech/language program.
- \* (8) Establish and maintain a positive, organized and safe learning environment.
- \* (9) Establish and use behavior management techniques which are appropriate and effective.
- \* (10) Manage materials and equipment effectively.
- \* (11) Use technology resources effectively.
  
- \* (12) Conduct educationally relevant therapy for eligible students.
- \* (13) Implement the Individual Education Plan (IEP).
- \* (14) Provide teachers with strategies for classroom modifications.

## SPEECH/LANGUAGE ASSOCIATE (Continued)

- \* (15) Monitor and share results of progress towards goals with parents and teachers.
- \* (16) Provide appropriate instruction and modification for students with special needs.
- \* (17) Foster student responsibility, appropriate social behavior, valuing of cultural diversity, and respect for self and others.
- \* (18) Use appropriate materials, technology and resources to help meet learning needs of all students.
- \* (19) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- \* (20) Consult with and serve as a resource to teachers about speech and language disorders.
- \* (21) Attend staffings and other meetings as required.
- \* (22) Provide consultation and follow-up services as needed.
- \* (23) Assist in the enforcement of school rules, administrative regulations, and School Board policies.
- \* (24) Participate in appropriate activities for the continuing improvement of professional knowledge and skills.
- \* (25) Keep abreast of relevant laws, rules and policies.
- \* (26) Provide training and/or information for parents, teachers, and administrators.
- \* (27) Model professional and ethical conduct at all times.
- \* (28) Perform all professional responsibilities.
- \* (29) Prepare required reports and maintain all appropriate records.
- \* (30) Maintain confidentiality of student and other professional information.
- \* (31) Comply with policies, procedures, and programs.
- \* (32) Support school and district goals and priorities.
- \* (33) Ensure that student growth/achievement is continuous and appropriate for age group and student program classification.
- \* (34) Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and / or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District=s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board=s policy on evaluation of personnel.

\*Essential Performance Responsibilities