

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPEECH PARAPROFESSIONAL

BASIC FUNCTION:

Under the direction of an assigned supervisor and with direction from a Speech and Language Pathologist, provide authorized and appropriate speech services to identified students with speech and language disorders; assist a Speech and Language Pathologist in implementing IEP goals and objectives for assigned students; maintain related documents, records and reports; perform a variety of instructional services and clerical support activities; maintain confidentiality of sensitive information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under the direction of an assigned supervisor and with direction from a Speech and Language Pathologist provide speech sessions to individual or small groups of students with speech and/or language disorders according to students IEP goals and objectives.

Prepare learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language communication devices.

Assist students with completing speech and/or language exercises, drills and assignments designed to enhance speech, language and articulation; utilize visual aids and oral communications to assist students with developing speech and language skills; modify learning activities to meet student needs and individual skill levels; observe, monitor and report student progress.

Confer with Speech and Language Pathologists concerning lesson plans and materials to meet student needs; perform a variety of general support duties such as scheduling and preparing materials and equipment as directed by the Speech and Language Pathologist.

Assist certificated staff in completing forms, reports, and other paperwork; maintain confidentiality of student records; document attendance, performance and therapy progress including tallying, progress notes, and related data.

Perform a variety of clerical duties such as preparing files, data entry, duplicating, and assembling and filing instructional materials; maintain various logs, records and files related to students.

Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assist students in the development of appropriate social behaviors; utilize positive reinforcement techniques as necessary.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with appropriate District staff to exchange information and resolve issues or concerns including needs, progress and behavior of students.

Inspect, maintain and operate augmentative communication devices and equipment.

Attend and participate in a variety of meetings, workshops, in-service trainings.

Operate a variety of standard classroom and office equipment including a copier, computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, terminology and techniques involved in providing speech and language therapy to individual students with speech-language disorders.

Normal speech, language, and hearing development.

English word enunciation and pronunciation; Speech anatomy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Child guidance principles and practices related to children with special education needs.

Positive discipline and behavior management techniques.

Classroom procedures and appropriate student conduct.

Applicable Education laws, codes, rules and regulations.

District policies, regulations and procedures.

Maintaining confidentiality of student records.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist a Speech and Language pathologist in reinforcing instruction and therapy to individual students with speech-language disorders.

Assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation.

Assist with the implementation of effective remediation strategies.

Assist students with meeting educational goals and objectives.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Utilize therapeutic equipment and devices as needed.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain accurate records and files related to work performed.

Prepare documents and reports.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and completion of a minimum of 48 semester units or an Associate's degree or higher from a regionally accredited college/university. Completion of college coursework in Speech/Language Pathology or Communicative Disorders is desired.

Experience: Two years of experience working with children with special needs. Some experience working with school aged children with speech and language disorders is preferred.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

ENVIRONMENT:

Classroom or learning environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to monitor students.

Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Pushing or pulling wheelchairs.