



JOB DESCRIPTION
Speech/Language Paraeducator

Reports to:	Director of Special Education	Employment Group / Salary Range:	CSEA Range I
Dept:	Special Education	FLSA:	Non-exempt
Annual Work Days:	183	Formal Review Date: Board Approval Date:	10/11/23 11/06/23

PRIMARY FUNCTIONS

Under general supervision, perform a variety of individual and/or small group instruction as designated by speech/language pathologists related to speech/language instruction; prepares materials used for activities and instruction; assists with assessing student progress; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist with the psychological/speech and language assessments conducted in English and/or Spanish.
- Assist with the oral language development of those students receiving speech/language services on an IEP and/or English Language Development.
- Assist with identification procedures of those students who possibly qualify for speech/language services.
- Assist the teacher in communicating with parents of identified speech/language students · Assists students with their instructional speech/language goals in individual and small groups.
- Assist speech/language teachers in the presentation of activities.
- Assist teachers in the implementation of special instructional programs which meet the unique learning needs of some pupils.
- Translate and interpret for IEP'S, translates written communications for assigned personnel related to assignment.
- Perform limited record keeping and clerical work as assigned.
- Other duties and responsibilities consistent with the primary functions may be assigned.

QUALIFICATIONS

Education and Experience:

Education -

High school diploma or equivalent to the completion of the twelfth grade (GED) · Associate in Arts Degree or 48 semester units

Experience –

Classroom experience (preferred)

Experience working with children and/or college training

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Annual certification for CPR and First Aid required within three months of appointment and during the course of employment.
- Bilingual (Spanish)

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Learning patterns in children;
- Student behavior management techniques and strategies;
- Learning problems of children with special education needs;
- English usage, punctuation, spelling, grammar, and math;
- Student and personal safety policies, emergency procedures and work practices applicable to the work.
- Basic computer operations and clerical skills.

Skills and Abilities to:

- Deal effectively with attitudes and behaviors of students
- Effectively and tactfully communicate in both oral and written forms;
- Manage and use time effectively
- Demonstrate appropriate conduct
- Select, prepare, and present materials effectively
- Maintain student progress documentation
- Operate instructional and office equipment
- Ability to do simple math in order to compile reports, and maintain records and status reports
- Interact successfully with parents, students, supervisor, school staff, and community agency representatives
- Work with students individually and in small groups

- Develop schedules for student services that meets current IEP services
- Establish effective rapport with the assigned student age group.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a variety of technology devices including a computer and standard office and classroom equipment.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, kneel and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is occasionally required to lift up to 20 pounds and push or pull up to 50 pounds. Employees occasionally are required to move wheelchairs and assist with toileting, feeding and other daily living activities. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read documents; observe and interpret people and situations; analyze and solve problems; use basic math; learn and apply new information and skills; and work on multiple, concurrent tasks with frequent interruptions.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees in this classification work primarily in an indoor classroom environment, in direct contact with students, the public and other District staff, exposed to strong odors, bodily fluids and potentially contagious illnesses/diseases (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), with minimum guidance from supervisor.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed