

PARAPROFESSIONAL - SPEECH

Purpose Statement

The job of Paraprofessional - Speech was established for the purpose/s of providing support to the Speech/Language Pathologist through working with individual and/or small groups of students; implementing appropriate treatment to minimize adverse impact on student success; monitoring student behavior during non-classroom time and providing clerical support when requested.

This job reports to Speech Language Pathologist/Building Principal

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Assists other personnel and the school as may be required (e.g. filing paperwork, organizing rooms, duplicating, laminating, working on IEP goals, duties, etc.) for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Collaborates with a variety of groups and/or individuals for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Communicates effectively with colleagues, students, and parents for the purpose of promoting continuous improvement of individual student goals.
- Evaluates situations involving other staff, students, parents, the public, etc. for the purpose of taking action and/or providing referral for resolution.
- Instructs eligible students in the use of appropriate communication technologies (e.g. individual and group therapy, etc.) for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines and legal requirements.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of ensuring the safety and welfare of students.
- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides speech and language therapy to students consistent with IEP goals (e.g. individual and group therapy) for the purpose of minimizing the adverse impact of speech and language disorders on student success.
- Provides verbal feedback and/or written documentation for the purpose of informing teacher/s, speech language pathologist, and/or parents of students' progress.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Para Pro Assessment Test or 48 credits on college transcript

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade