

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Paraprofessional – Speech and Language
Department/Site: Special Services
Reports to: Administrator/Designee

Classification: Classified
Salary Schedule: Classified
Salary Range: 13
FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision of the licensed Speech and Language Pathologist (SLP) and/or credentialed classroom teacher. The Paraprofessional - Speech and Language will provide support to the instructional program within an assigned program setting with specific responsibility of assisting in the supervision, care and instruction of students who have been identified with a speech and language disorder as well as any other disabilities in a clinical setting, a general education classroom setting or in a self-contained classroom setting; assisting in implementing plans designed to develop pre-language and language skills, oral motor control for speech production, vocalization and use of assistive technology devices for communication; monitoring student behavior during non-instructional time and providing information to appropriate school personnel.

ESSENTIAL FUNCTIONS

- Provides direct treatment assistance to students under the supervision of the credential Speech and Language Pathologist (SLP) and/or credentialed classroom teacher.
- Follows and implements documented treatment plans or protocols developed by the supervising Speech and Language Pathologist, the Speech and Language Assistant, or by the classroom teacher. Follows Individualized Education Programs through daily or weekly instructional plans.
- Documents students' performance (e.g. tallying data for the Speech and Language Pathologist and/or classroom teacher to utilize in; preparing charts, records, and graphs) including progress toward meeting established objectives, and reports this information to the appropriate supervisor.
- Provides instruction in the use of augmentative and alternative communication devices. Perform checks and maintenance of equipment and assist in organizing classroom activities, such as displaying educational materials and arranging furniture to facilitate instructional requirements.
- Implements behavior management programs for students as designed by certified staff, observe and report significant student behavior, behavioral patterns, and/or other data to the appropriate supervisor; assist in maintaining appropriate behavior in and out of the classroom.
- Assists with clerical duties, such as preparing materials and scheduling activities, as directed by the appropriate supervisor. Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling and laminating as needed.
- Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides under the supervision of the appropriate supervisor, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing IEP plans, and ensuring students success in school.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Speech and language disorders
- Correct English word enunciation and pronunciation, usage, spelling, grammar, punctuation, and vocabulary
- Normal speech, language and hearing development
- Oral communication, including basic linguistics
- Written communication skills
- Methods of collecting and organizing data and information
- Learning patterns in children
- Student behavior management techniques and strategies
- Learning difficulties of children with special needs
- Basic math skills
- Routine office procedures and record keeping
- Standard software applications
- Interpersonal skills using tact, patience, and courtesy

Skills and Abilities to:

- Adhere to safety practices
- Operate standard office equipment including using pertinent software applications
- Prepare and maintain accurate records
- Provide effective implementation of therapy objectives
- Interact and communicate effectively with children and adults from different socioeconomic backgrounds
- Deal effectively with the behavior of students
- React with flexibility and sensitivity to changing situations and needs
- Organize and prioritize work
- Effectively carry out written and oral instructions
- Maintain cooperative working relationships with parents, staff and the public
- Maintain confidentiality of sensitive and privileged information
- Operate a computer and use standard software applications
- Oral bilingual proficiency in a second language as determined by the administration may be required

RESPONSIBILITY

Responsibilities include working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others. Utilization of some resources from other work units may be required to perform the job's functions.

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 climbing and balancing; some stooping, kneeling, crouching, and/or

crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard-free environment.

MINIMUM QUALIFICATIONS

Experience:

One year of experience in working with children with language disorders.

Education:

High School Diploma or Equivalent and Completion of forty-eight units from a nationally accredited college or university, or A.A degree or higher: or passage of a local assessment test.

Supplemented by college-level courses in linguistics, speech, psychology, teaching methods, sociology, English and other related areas is preferred.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Clearances/Certificates/Licenses

- Valid CDL
- CPR/First Aid Certification
- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (B)