

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: PARAPROFESSIONAL-SPEECH AND LANGUAGE

BASIC FUNCTION:

Under the direction of the Principal, assists a certificated teacher and/or Speech and Language Pathologist in reinforcing instruction to individual or small groups of special education students in a classroom environment; assists in providing authorized and appropriate speech therapy services to students with speech and language disorders in preschool through 8th grade; assists in implementing Individualized Education Plans (IEP) goals and objectives for assigned students; prepares and maintains related documents, records and reports; performs a variety of instructional services and clerical support activities; prepares learning materials and assists students in the use of alternative communication methods and a variety of computerized speech and language communication devices.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic First Aid and CPR as needed.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assists a certificated teacher and Speech and Language Pathologist in reinforcing instruction and therapy sessions for individual or small groups of students with speech-language disorders according to student IEP goals and treatment plans; assists in the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned.

Assists students in the operation of a variety of instructional technology; facilitates effective communication for students using assistive technology; maintains augmentative communication devices.

Assists students with prompts as required to facilitate comprehension of a task, maximizing their independence, and assimilation within the school environment.

Assists with recording student attendance and tracking of student medications.

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

Communicates with teachers and other members of the instructional team regarding assigned students' daily progress; participate in needs assessments.

Confers with teachers and Speech and Language Pathologist concerning lesson plans and materials to meet student needs; performs a variety of general support duties such as scheduling appointments/meetings and preparing materials.

Observes and controls behavior and interaction of students according to approved District policies and procedures.

Operates a variety of standard classroom and office equipment including a printer, laminator, computer and assigned software; drives a vehicle to conduct work.

Performs a variety of clerical duties such as preparing, duplicating, assembling and filing instructional materials; maintains various files, logs and student records including cumulative files.

Prepares learning materials and assists students in the use of alternative communication methods and a variety of computerized speech and language communication devices; adapts or modifies instructional materials and/or equipment as determined by student needs and abilities.

Utilizes multiple modes of communication with students such as verbal re-phrasing, re-wording, repeating to enhance students' accurate comprehension; assists students with letter and word pronunciation and recognition; observe, monitor and report student progress.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional methodologies, tutorial procedures and practices for students with developmental, deaf and hard of hearing disabilities.

Concerns and problems of deaf and hard of hearing students.

Child guidance principles and practices related to hearing impaired children.

Safe practices in classroom activities.

Data collection and recordkeeping techniques.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Safe classroom procedures and appropriate student conduct.
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Modern office practices and procedures.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Perform translating, tutorial and interpreting services for deaf and hard-of-hearing students.
Reinforce instruction to individual or small groups of deaf and hard of hearing students as directed by the teacher.
Interpret for students using sign language, miming and manual communications.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Maintain and operate augmentative communication devices and related assistive equipment.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Understand and follow oral and written instructions.
Operate standard office and specialized classroom equipment including a computer.
Observe health and safety regulations.
Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and one year of experience working with students who are deaf/hard of hearing. Completion of college level courses in Speech-Language, Hearing Impairments, Elementary Education, Special Education or related field is desirable. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office, augmentative communication devices and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.

FLSA Status

Non Exempt

Approval Date

9/28/17