

Job Title: Speech-Language Paraprofessional
Department: Special Education
Reports To: Lead Speech-Language Pathologist
FLSA Status: Non Exempt
Salary Schedule: SC lane 03



SUMMARY

The Speech-Language Paraprofessional will complete a variety of task as directed and supervised by a Speech-Language Pathologist (SLP), such as, but not limited to activities designed to develop language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech-Language Paraprofessionals work with students who have severe speech-language disorders as well as physical, emotional, and learning disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists the Speech-Language Pathologist (SLP) during assessment or therapies.

Conducts speech-language screenings.

Follows documented therapy plans or protocols.

Documents student progress.

Assists with informal documentation.

Prepares therapy materials and/or equipment for use in classroom and therapy activities.

Under the direction of the SLP, adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom.

Schedules activities, prepares charts, records, graphs, or otherwise display student performance data.

Performs checks and maintenance on augmentative communicative devices and equipment.

Participates in research projects and in-service training.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements*

listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Ability to work effectively with individuals with disabilities. Ability to learn tasks quickly and work with a minimum of supervision. Previous experience working with individuals with and without disabilities preferred.

Ability to learn special needs of particular individuals. Ability to learn and follow rules and regulations as they apply to job assignments. Ability to learn emergency procedures. Ability to follow directions.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, spend long periods of time on the floor (sitting or kneeling), and move about to various parts of the building. The employee is occasionally required to climb or balance; stoop, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Ability to escort and assist children is necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the noise level in the work environment is usually moderate.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: Director Special Education			Date: 12/13/2005
Approved By: Executive Director, Human Resources			Date: 12/13/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 07/01/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/07/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 01/09/2018
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	