PARA-PROFESSIONAL AIDE:
LANGUAGE, SPEECH & HEARING SPECIALIST

JOB DESCRIPTION:
Under the general direction of the Language, Speech and Hearing Specialist will remediate and/or reduce language, speech and hearing impairments that interfere with the individual student’s ability to benefit from the District’s educational program.

QUALIFICATIONS:

Education:
- Successful completions of two years of college or an Associate of Arts Degree from an accredited community college with an emphasis in speech and language.

Experience:
- Successful experience working with students with special needs; experience using basic computer software.

Ability:
- Ability to work independently with little direction; to plan, organize, and prioritize work; maintain accurate records; understand and implement oral and written direction; function as a member of an educational team; handle confidential material with wisdom and discretion.

TYPICAL DUTIES:
- As directed by the Language, Speech and Hearing Specialist (LSH)/Principal, conference and consult with parents, school site staff, Student Study Team, and special education support staff.
- Maintain records/IEP files as mandated by State and District guidelines for all special education students.
- At the direction of the LSH, schedule identified students to receive individual or group therapy and/or classroom consultation.
- Plan activities to meet goals of the IEP’s as developed by the LSH.
- Document student performance (i.e., tallying data, preparing charts and records).
- Attend trainings as offered to develop skills in working with communicatively handicapped students.
- At the direction of the LSH, provide direct services to identified students with procedures being aimed toward correction or improvement of the disability through implementation of the IEP.
- Maintain student attendance and District and State therapy logs.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
- Perform other duties as assigned.
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PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

- Sit for extended periods of time.
- Sufficient vision to read small print.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
- Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

IMMEDIATE SUPERVISOR: Site Principal
ASSIGNMENT: 6 hours per day as determined by the Director of Special Education.
CALENDAR: Student calendar as determined by Board of Trustees
SALARY: CFTA Salary Schedule: Range 28