

TITLE: Instructional Assistant, Speech/Language

REPORTS TO: Building Administrator/Speech-Language Specialist

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Have a high school diploma or the equivalent.
4. School district experience including direct experience with students preferred.
5. Training or experience working with special needs students preferred.
6. Demonstrated ability to work effectively with students, teachers, parents, and administrators preferred.
7. Proficiency in basic speech/language skills.
8. Demonstrated positive interpersonal skills.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Must be proficient in English both oral and written.
11. Have standards of moral character as required of teachers.

JOB GOALS:

To support the speech/language program. Provide student-related services to communication handicapped children under the supervision of a certified speech/language specialist.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

1. Observes previously set working hours.
2. Attends work regularly.
3. Performs other duties as assigned.
4. Follows all District policies and those contained in the appropriate district handbook.
5. Accesses a computer and checks on announcements and notices on a daily basis.
6. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
7. May be assigned detention or study hall supervision with small groups of students.

III. Timeliness:

1. Manages time properly.

2. Returns requested information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner, and remains throughout the meeting.
4. Notifies the building administrator in the event of illness

IV. Scope of Work:

1. Assists speech/language specialist in processing referrals of students for screening.
2. Assists speech/language specialist in obtaining relevant information on students from teachers, parents, and nonconfidential student records.
3. Assists speech/language specialist by arranging and scheduling teacher, parent, and professional conferences.
4. Participates under the supervision of the speech/language specialist in parent/teacher conferences and IEP preparation.
5. Implements programmed therapeutic communication programs authorized and supervised by the speech/language specialist.
6. Travels from school to school as required.
7. Participates in in-service training activities to develop and maintain job-related skills when required.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Assistants will be employed on all student contact days. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this job will be evaluated annually.

Reviewed by: _____ **Date:** _____