

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: July 26, 2019

TITLE: Speech/ESL Assistant

REPORTS TO: Special Education Director and SLP

SUPERVISES: N/A

TERM: 10 months

JOB GOAL: Work to assist in the educational process

QUALIFICATIONS AND TRAINING:

- Associates degree or higher or pass the ParaPro Assessment

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

- Conduct speech-language screenings (without interpretation) following specified screening protocols developed by the supervisor.
- Provide speech-language services to students, who, by the specific nature of the therapeutic services required, are not in need of full-time monitoring of performance by a certified SLP.
- Provide RTI instruction and guidance to students and work with Regular Education Teacher in the RTI process,
- Document student performance and progress toward meeting established goals and objectives or benchmarks and reporting the information to the supervisor.
- Scheduling activities, preparing charts/records/graphs, and performing checks and maintenance of equipment.
- Work with students in the general education classroom that need speech, language, or ESL intervention.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- The teacher assistant should perform duties assigned by the principal.