

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Speech Paraprofessional

**EMPLOYEE CATEGORY:** 5/Instructional Support Personnel

### **QUALIFICATIONS:**

- (1) Possess a high school diploma or higher education degree.
- (2) Demonstrate a proficiency in business and clerical skills, including typing, office machines, and computers.
- (3) Demonstrate a proficiency in the English oral language and communication.
- (4) Is willing to participate in the Department of Education speech paraprofessional program.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

**REPORTS TO:** Principal

### **JOB GOAL**

To assist the speech therapist with her daily lessons and activities both with the regular classroom and speech lab.

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. Assist the speech therapist in the classroom and lab with the daily lessons prepared by the speech therapist (SLP).
2. Complete demographic information on compliance form.
3. Attend IEP meetings with SLP as requested by lead teacher or administrator.
4. Write lessons plans following SLP review with lead teacher.
5. Provide reinforced therapy to the students who have mild to moderate developmental articulation and language deficits.

#### **Inter / Intra-agency Communication and Delivery**

6. Attend district SLP meetings as determined by administration.

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7. Provide documentation on tracking sheets for students served.

**Employee Qualities / Responsibilities**

8. Demonstrate an understanding of the nature and type of ESE student to which assigned.
9. Model acceptable language, attitudes and behavior.
10. Attend workshops/seminars to enhance knowledge of this area and/or personal skills.
11. Work closely with lead teacher, administration, parents and students.
12. Demonstrate initiative in performance of assigned responsibilities.
13. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.
14. Maintain confidentiality regarding student information.
15. Perform job responsibilities in a timely and consistent manner.
16. Demonstrate integrity through ethical behavior.

**System Support**

17. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
18. Provide student supervision as assigned, following appropriate training.
19. Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
20. Assist students with personal hygiene, health and safety issues, or grooming if required.
21. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
22. Participate in all required pre-service and post service training activities.
23. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
24. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Light Work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:** School Year

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION:** Annually by designated administrator

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

**SALARY ITEM NUMBER:** 41

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