

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **SPEECH AND LANGUAGE EDUCATION ASSISTANT**

**JOB SUMMARY:**   An employee who, under the direction of the Principal and under the supervision of a Speech and Language Pathologist, provides Speech Therapy support for students with special needs.

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Successful completion of a one year program (minimum 10 months) or equivalent course work from a recognized course of study in special education.
4. Working towards the completion of an approved Speech and Language Assistant Program (minimum 10 months).
5. Minimum of 180 hours of supervised practicum by an accredited institute in a school setting.
6. Computer and augmentative communication technology skills required.

#### **MUST HAVE THE ABILITY TO:**

1. Competent written and verbal communication skills to work with student to provide feedback to the Learning Assistant/Resource Teacher, Speech Language Pathologist and Principals.
2. Good observation, articulation and listening discrimination skills and the ability to keep accurate notes.
3. Communicate effectively, orally and in writing.
4. Be able to assist teachers adapt and modify academic programs for students.
5. Serve as a role model for students.
6. Maintain confidentiality.
7. Solve problems related to the position.
8. Work with disagreeable and/or hostile conditions from time to time.
9. Be flexible in the ever changing educational needs of the students with whom they work.
10. Be self-directed and work independently.
11. Perform the physical requirements of the job.
12. Ability to demonstrate sensitivity towards students with widely varied background and abilities.
13. Flexibility and patience in adapting style of presentation to suit the varied needs of student being served.

## **RESPONSIBILITIES AND DUTIES:**

1. To provide support and assistance to students who are in need of speech and/or language therapy in School District No. 5.
2. Assist in the supervision of students in groups or individually.
3. Provide input and assist in the preparation of IEP's.
4. Participate in team meetings when required.
5. Provide assistance to students who experience physical difficulties.
6. May observe and record student educational performance.
7. May assist in the preparation of lesson materials appropriate to the student or group.
8. Perform other job related duties as may be assigned.
9. Work cooperatively with a team, and take directions and suggestions from supervisor of designate.
10. Ability to function and contribute as a team member, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students and parents.
11. Be prepared to handle physical, emotional and mentally demanding situations.