

Job Title: **Speech and Language Para Educator**

Definition:

Under the direction of a Speech and Language Pathologist (SLP), and under the supervision of the site administrator and Student Services administrator, is a member of an instructional team and is directly involved with the education of children with special needs.

Distinguishing Characteristics:

SLP para-educators work at multiple sites and with multiple Speech and Language Pathologists who serve students with speech and language services as indicated on their Individual Education Program documents, usually on general education campuses.

Job Duties:

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

Essential Job Duties:

1. Assist the SLP with educational activities in the classroom.
2. Assist the SLP with positive behavioral supports for students in the classroom.
3. Assist in the preparation of learning materials, which may include typing, duplicating and assembling.
4. Assist with the development of appropriate materials to facilitate IEP goals and objectives.
5. Process and maintain confidential files, as required by State and Federal law.
6. Coordinate meetings with other staff, parents, or outside support agencies.
7. Perform other related duties, as assigned.

Non-Essential Job Duties:

1. Maintain records of assessment, attendance and/or other paperwork (documents), as required.
2. Operate computer and other necessary learning equipment
3. Assist with preparation of student assessment materials.
4. Monitor supplies and materials for classroom use, order as needed.
5. Assist the SLP with establishing and maintaining a safe and supportive classroom environment.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Appropriate techniques in interacting successfully with children needing various academic and/or behavior interventions
- Basic math, simple record keeping
- English usage, spelling, grammar and punctuation
- Computer and computer keyboarding
- Child abuse laws and procedures

Skill and Ability to:

- Relate effectively to and demonstrate receptive attitude toward children with exceptional needs
- Follow explicitly the directions of the SLP
- Exercise good judgment in emergency situations
- Work amicably and communicate effectively with all staff and parents
- Maintain flexibility in the classroom, such as changes in staff, or individual student programs
- Maintain professional confidentiality

Job Title: Speech and Language Para Educator

Training and Experience:

Minimum Qualifications:

- One year of full time experience working with children in a structured environment, preferably including work with children who have exceptional needs.
- AND
- High school diploma or equivalent and a minimum of six college units in such areas as child behavior, child growth and development, health, learning disabilities, education or psychology.
- Two years relevant full time experience in a special education classroom may be substituted for college units.
- Will be required to have LifeScan fingerprinting completed and cleared prior to beginning work.

Required specialized training (including Non-Violent Crisis Intervention, CPR, and first aid) will be provided and/or verified by the Lancaster School District at no cost to the applicant.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an occasional aspect of the job.
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground.
- Is subject to excessive noise.
- May be required to take and pass a physical examination.
- May require working with bio-hazards (bloodborne pathogens, human waste, etc.).

Range: 21

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending	X		
Kneeling	X		
Reaching		X	
Stooping	X		

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	

Job Title: **Speech and Language Para Educator**

11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise		X	
Interpret Data		X	
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier			X
Computer			X
FAX Machine		X	