

JOB DESCRIPTION

Job Title: Instructional Assistant, Speech and Language (9952)

Job Summary:

The job of Instructional Assistant, Speech and Language is to assist speech-language pathologists (SLP) in providing educationally based therapeutic services for students with speech and language impairments, maintain a suitable learning environment, prepare appropriate materials, maintain appropriate student records, and perform other related duties as assigned under the direction of a certified speech pathologist.

Essential Duties:

- Assist SLP in providing therapeutic services for students with speech and language impairments, either in-person or virtually.
- Prepare instructional materials that support the instructional program and therapeutic services being provided.
- Assist teachers for the purpose of maintaining a cooperative and creative instructional environment.
- Incorporate students' communication modalities into functional activities and work toward IEP goals.
- Create, modify, and adapt materials to meet students' communication needs, including the programming of AAC devices.
- Model use of students' communication systems for staff.
- Collaborate with team to plan appropriate sessions and activities.
- Collect and maintain data and student records, including documentation of services provided.
- Assist SLP in coordinating screenings, observations, and evaluations with classroom teachers, caregivers and/or other evaluators.
- Effectively and efficiently communicate with supervising therapists regarding each individual's participation in therapy.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- read notes, memos, and student reports of a moderately complex nature
- effectively interact with students, public, teachers and staff
- work effectively in direct work with individual students and small groups
- use technology supports for virtual learning platforms
- assist in the maintenance of student files and retrieval of pertinent information

Knowledge of:

- proper English grammar, punctuation and sentence structure
- behavior management
- therapeutic services for students with speech and language impairments
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior

Ability to:

- understand and address students with special needs
- understand and carry out oral and written instructions
- maintain confidentiality of student records
- meet schedules and deadlines
- read/interpret/apply rules, regulations, policies
- assist teacher with overall implementation of the program
- rapidly learn methods and materials used in a variety of instructional situations

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the organization's services.

Education Required:

- High school diploma or equivalent
- Associate's Degree OR 48 semester units from an accredited college/university OR Instructional Aide Exam or CBEST with a passing score

Experience Required:

- One year of paid or voluntary work with school aged children
- Experience working with students with speech and language impairments preferred
- First aid and Cardiopulmonary Resuscitation Certificate (may be required)

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

June 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.