

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPEECH-BILINGUAL

BASIC FUNCTION:

Under the direction of a Principal or designee, assist a speech and language pathologist in assessing and remediating students with language and articulation development disabilities; provide language development instruction and assistance to individuals or small groups; assist students in English or a designated second language with completing exercises, drills and assignments designed to enhance speech, language and articulation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a speech and language pathologist in assessing and remediating students with language and articulation development disabilities according to an established schedule; confer with the pathologist concerning lesson plans and materials to meet student needs.

Assist students in English or in a designated second language with completing exercises, drills and assignments designed to enhance speech, language and articulation; assist students with letter and word pronunciation and recognition; modify learning activities to meet student needs and individual skill levels.

Assist in the selection and preparation of appropriate materials and activities for individual or small groups of students; assist in administering tests and grading as directed; confer with speech pathologist concerning tests and materials to meet student needs; .

Attend Individualized Educational Plan meetings (IEP).

Assist students with meeting educational goals and objectives; assist in the assessment of student speech, language and articulation skills; report progress regarding student performance and behavior.

Perform a variety of duties in support of speech and language pathology activities such as preparing, duplicating, assembling and filing instructional materials; prepare and maintain various records, including MediCal records, parent/guardian contact logs and others.

Observe and refocus behavior of students in the speech room according to approved procedures.

Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with parents/guardians and staff and various outside agencies to exchange information and resolve issues or concerns; make telephone calls and attend parent/guardian conferences and meetings; translate written materials and other information in a designated second language as required by position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles, practices, procedures and techniques involved in providing speech and language therapy to individual students with various disabilities.

General remediation strategies involved in the enhancement of student speech, language and articulation skills.

Student guidance principles and practices related to students with special educational needs.

Issues and concerns of students with special needs.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Proper oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

ABILITY TO:

Assist a speech and language pathologist in reinforcing instruction and therapy to individual or groups of students in a designated second language.

Speak and interpret English and a designated second language.

Assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation.

Assist with the implementation of effective remediation strategies.

Assist students with meeting educational goals and objectives.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Perform a variety of duties including keyboarding, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain records and files.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and one year instructional support or similar experience.

LICENSES AND OTHER REQUIREMENTS:

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Ewing Consulting, Inc.

Valid California driver's license.

Incumbents in this class will be required to translate oral and written communications in English and a designated second language as required by the position.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Reaching overhead above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to assist students.

Ability to see to read a variety of materials.

Hearing and speaking to exchange information.

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