

SLP PARA EDUCATOR



Reports to: Director of Special Education	Bargaining Unit: Wenatchee Assoc. of PSE
Salary Schedule: A	EEO Class: Level 4
FLSA Status: Hourly	Revised Date: 4/2011

SUMMARY:

Assist Speech Language Pathologist and K-12 students, in conjunction with educational goals relating to communicatively disordered students.

ESSENTIAL DUTIES & RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with those aspects of the speech/language/hearing screening process that do not require clinical interpretation.
- Assist Certified staff in the preparation of appropriate learning materials, treatment rooms and schedules as planned by the SLP.
- Assist SLP in processing referrals of students for screening.
- Works in small group instruction or may works individually with students, as directed.
- Prepares materials for student use and administers and scores tests, as directed.
- Establishes and maintains student records in order to have an accurate account of student activities and progress.
- Records progress of students with special learning needs, as required and appropriate.
- Maintains clinical records and student data, as directed.
- Collaborates with teachers to develop individual intervention plans.
- Assists in program evaluations.
- Performs other duties as assigned.

QUALIFICATIONS & EDUCATION:

- High School Diploma or equivalent.
- AA Degree or equivalent credits, or passing score on Praxis Assessment test.
- Experience working with K-12 preferred.
- Experience with office machines preferred.
- Must understand the need for confidentiality.
- Obtain a Mantoux method tuberculin skin test.
- Training and experience in working with students with special needs and disabilities preferred.
- Must love working with kids, and possess strong people and communication skills.

- Attendance and punctuality are important in this position
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have good knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employees in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff.

Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

Employee

Signature_____

Date_____

Witness _____

Date_____