

SPEECH/LANGUAGE AIDE

CLASSIFICATION: Classified

JOB SUMMARY: Under direct or indirect supervision of a credentialed or licensed Speech/Language Teacher assist or facilitate in the treatment and monitoring of speech or language identified students; perform a variety of assistant tasks and other related work as assigned.

ESSENTIAL DUTIES:

- Assist or facilitate in the speech or language monitoring of students
- Assist in providing speech therapy services for identified students
- Treat identified students following the treatment plan developed by the Speech/Language Teacher
- Assist in implementing student treatment activities and maintain a proper learning environment
- Assist with the preparation and administration of treatment materials

OTHER DUTIES:

- Monitor and assist in monitoring student progress
- Perform a variety of record keeping and clerical assistance tasks

EMPLOYMENT STANDARDS:

- **Knowledge of:** Best instructional practices/strategies for working with assigned students; pertinent curriculum areas; record keeping procedures and practices; operation of office methods, supplies and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; proper methods of lifting and positioning students in and out of orthopedic equipment.
- **Ability to:** With supervision: assist in providing speech therapy services for identified students; assist with conducting speech/language and hearing screenings; monitor and assist in evaluating student progress; perform a variety of record keeping and clerical assistance tasks; speak and write clearly and effectively; follow oral and written directions; operate a computer terminal and its applications; work cooperatively and effectively with students, parents, and school staff in a variety of situations.
- **Physical Effort/Working Environment:** Moderate to heavy physical effort; frequent standing, walking, lifting, bending; willingness to clean up bodily fluids; indoor work environment. A pre-placement physical examination may be required.
- **Licenses and Certifications:** CPR and First Aid Certificates required. A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education:** Graduation from high school or equivalent; formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

- **Required under No Child Left Behind Act of 2001** – One of the following:
 - Completion of two years of higher education study (48 units), or
 - A.A. or B.A. degree, or
 - Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District
Consortium Classified Salary Schedule Range 29
Work Year: School Year
Approved: September 21, 2005
Revised: