

## **FARMERSVILLE UNIFIED SCHOOL DISTRICT SPEECH AND LANGUAGE AIDE**

### ***Job Purpose Statement(s):***

This job is done for the purpose(s) of providing support to the Speech-Language Specialist by providing speech/language instructional services such as: individual student speech therapy, group presentations, student progress evaluation and reports through interaction with students and staff and perform other duties as related.

### ***Essential Job Functions:***

- Administers and scores speech/language assessments as appropriate;
- Works with students in speech/language therapy;
- Keeps anecdotal records of individual/group therapy sessions and maintains records in an orderly manner;
- Makes telephone calls to parents and contacts as needed to schedule meetings;
- Writes brief and concise notes to teacher and staff;
- May present instructional materials in conjunction with the instructional plan or outline of the teacher;
- Assembles instructional materials to insure implementation of the instructional/speech/language program.

### ***Other Job Functions:***

- Assists other personnel as assigned and as may be required for the purpose of supporting them in the completion of their work activities;

### ***Job Requirements - Qualifications:***

- Read sufficient to read notes, memos, and student reports of a moderately complex nature;
- Filing sufficient to alphabetically file and retrieve letters and reports;
- Orally communicate to effectively convey information;
- Write to effectively write messages and notes;
- Proofread typed materials;
- Organize steps in a process and structure time effectively;
- Receive and implement job duties based on brief and concise oral directions;
- Use office equipment such as copy machine, phonograph, and tape recorder;
- Assist in the maintenance of student files
- Work effectively in direct work with individual students and groups;
- Use interpersonal skills to interact effectively with students, public, teachers and staff.

### ***Other Characteristics:***

#### ***Willingness to:***

- Travel locally among school sites;
- Use own transportation;
- Perform routine, repetitive tasks to completion;
- Attend meetings, classes, conferences and in-service training;
- Work at any employer location or be reassigned.

#### ***Education:***

- Associates Degree or 48 college units preferred.
- Positively interact with students, parents, teachers, and staff.
- Early Childhood Education and/or speech and language training/coursework preferred.

#### ***Experience:***

- Experience as a speech/language assistant/aide is preferred;
- Experience working with school age children preferred.

*Skills, Knowledge and/or Abilities Required:*

Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. *Abilities* to sit and stand for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual activity, visual accommodation.

*Licenses, Certifications, Bonding, and/or Testing Required:* Criminal Justice Fingerprint Clearance, Valid California Driver's License, Insurability, Associates Degree or 48 college units, clear T.B. test.

***Approved by Board of Trustees on December 7, 2004***  
***Approved by CSEA on December 8, 2004***