

qathet School District
Class Specification
SPEECH AND LANGUAGE SUPPORT ASSISTANT (13.05)



DESCRIPTION

Under the supervision and/or direction of the Administrator and/or the direction of the teacher or Speech Language Pathologist the Speech and Language Support Assistant performs work of a para-professional nature.

This includes the general supervision of students, the preparation of teaching materials, assistance in the delivery of educational programs for students with special needs and assistance and support to students in need of speech and/or language therapy.

DUTIES AND RESPONSIBILITIES

- Assists teachers in implementing individualized educational plans. Examples of the activities required to implement these plans may include toileting, dressing, and feeding; recording and administering medications as directed; preparing and maintaining records; gathering, adapting and preparing materials; helping individuals or small groups of students with school tasks.
- Implements treatment plans for speech and language programs or protocols as developed by the Speech and Language Pathologist.
- Facilitates and encourages positive and respectful interactions between students with special needs and other persons in the school/community.
- Works co-operatively with others and respects confidential information.
- Transports students when they do not require wheelchair-equipped vehicles.
- Lifts, moves, and positions students with physical handicaps.
- Supervises students as required.
- Attends meetings/workshops as requested by Administrators.
- Performs other assigned comparable duties which are within the scope of knowledge, skills, and ability of this position.

EQUIPMENT USED

- A wide range of instruction-related equipment.
- Access to an automobile in good working order.

QUALIFICATIONS AND EXPERIENCE

- High School graduation
- Completion of either a one year Special Education Teacher Assistant program or a one year program in a related Special Education Teacher Assistant field. The certificate obtained must be from a recognized post-secondary institution.
- Completion of an accredited Speech & Language Assistant Diploma program
- Basic computer knowledge and facility with keyboarding.
- A valid B.C. driver's license/insurance.
- One year's para-professional work, six months of which must involve persons with special needs.

DESIRABLE TRAINING AND EXPERIENCE

- Basic First Aid
- Attends pre-service and in-service sessions as they are offered.

Date: June 10, 2009