

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2012
RANGE 34.5
CLASSIFIED
CODE: 5, 7

INSTRUCTIONAL AIDE I – SPEECH THERAPY

DEFINITION

Under supervision of the Speech Pathologist, the Instructional Aide I – Speech Therapy will perform a variety of speech therapy related activities;

assist in speech therapy services to children with speech and language disabilities;

perform a variety of routine clerical and supportive activities for Speech Pathologist;

do other related work as required.

Some positions may require Spanish as a second language.

EXAMPLES OF DUTIES

Assist Speech Pathologist with the presentation of speech therapy materials and in the conduct of speech therapy exercises;

tutor individual students and small groups of students with speech and language therapy needs to reinforce and follow up learning and training activities;

monitor and assist students with speech and language needs in drill, practice, and study activities as a follow-up to the presentation of speech therapy sessions by Speech Pathologist;

assist in the management of student behavior through the use of positive reinforcement strategies and techniques;

assist in the preparation of a variety of speech therapy materials and learning aids;

maintain a variety of records and files, including confidential student records and information;

monitor and assist in the remediation of speech and language problems;

assist students with activities to facilitate oral motor development;

may perform routine first aid and CPR;

request appropriate assistance for serious pupil injury or illness;

maintain or assist in maintaining an orderly, attractive, and positive learning environment;

may participate in parent conferences;

assist children with special physical needs;

may assist in the development of communication skills, using manual communication, with children who experience language and hearing disorders.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with speech and language development needs;

behavior management strategies and techniques relating to pupils experiencing atypical control problems;

appropriate English usage, punctuation, spelling, and grammar;

basic arithmetical concepts;

routine record storage, retrieval, and management procedures.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting speech and language development delays;

appropriately manage student behavior and guide student toward more acceptable social behaviors;

appropriately administer basic first aid;

communicate effectively in oral and written form and, depending on the assignment, use manual communication techniques to communicate with the hearing impaired;

perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

learn to utilize a variety of appropriate speech therapy materials and procedures in the enhancement of a training and educational environment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults;

stoop, bend, crawl, lift 75lbs., and see and hear sufficiently to perform the duties listed above.

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in speech therapy, child growth and development, special education, instructional technology, or a closely related field.

License and Certificate Requirements:

Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days whichever is longer.

TS: gs

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