

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPEECH AND LANGUAGE PATHOLOGY
DEPARTMENT (LEVEL III)

REPORTS TO: Director of Special Education, or designee

Job Summary: Perform speech and language related paraeducator duties as assigned by supervisor. 80% of time is spent working with students; 20% of time is spent performing clerical duties.

RESPONSIBILITIES:

1. Assist Speech and Language Pathologist (SLP) in gathering and producing appropriate program and teaching materials (e.g., laminated flash cards and other teaching materials).
2. Inventory supplies and equipment for the SLP department.
3. Monitor the department budget and track supply and equipment orders.
4. Monitor, maintain, and distribute program equipment and materials as directed by director of special education or designee, or department head.
5. Implement specific communication programs and activities as determined by the SLP.
6. Assist in preparation and maintenance of homework and other materials for students under the direction of the SLP assigned to student(s) requiring service.
7. Use good judgment in making immediate, temporary program implementation decisions as needed, and discuss such decisions with the SLP assigned to student(s) requiring service.
8. Observe, record, and report students' performance and responses to practice activities.
9. Work with students individually or in small groups to provide additional practice in articulation, language and fluency, and to address behavior needs of students as planned and supervised by the SLP.
10. Record data regarding planned activities and report data to SLP.
11. Work with students who exhibit a broad range of disabilities as assigned by the SLP.
12. Travel to different work sites and schools to work with students.
13. Keep all assignment-related information confidential in compliance with District, state, and federal guidelines.

RESPONSIBILITIES: (Continued)

14. Consult and work with SLP assigned to student(s) requiring service to customize materials as needed.
15. Participate in department inservice training programs as directed.
16. Perform such other tasks and assume such other responsibilities as the supervisor may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Minimum of two (2) years of post-secondary training related to job responsibilities or equivalent work experience related to job responsibilities or combination thereof.
3. Experience working with the communication needs of children preferred.
4. Working knowledge of basic office procedures and operation of common office equipment.
5. Experience with general computer programs including Microsoft Office, Works, and Publisher.
6. Experience with augmentative communication technology, such as Boardmaker preferred.
7. Demonstrated ability to effectively work with students under the direction of the Speech Language Pathologist to provide additional practice in articulation, language and fluency, and to address behavior needs of students.
8. Demonstrated ability to work with staff, students, and parents in a professional and appropriate manner.
9. Ability to work cooperatively and with flexibility and adapt to work styles of multiple team members.
10. Ability to work effectively as a team member.
11. Ability to prioritize tasks within parameters given by supervisor and department chair.
12. Ability to communicate appropriately in both written and oral expression.
13. Demonstrated evidence of good habits in job attendance, time management, and punctuality.
14. Must provide own reliable transportation to locations where services are required.
15. Demonstrated aptitude and competencies for assigned responsibilities.
16. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Physical ability and agility to:

- Lift and move instructional materials, including books, to and from administration building to work sites.
- Squat, stand, walk as required to perform activities necessary to provide speech and language assistance to students.
- Load/unload instructional materials into and from vehicle for use at work sites.

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