

Vancouver Island West School District 84

Job Description - Draft

Speech and Language Education Assistant

Summary

Under the instructional direction of the Learning Assistance/Resource Teacher and the Speech Language Pathologist, and the supervision and evaluation of the Principal, this position provides support and assistance to students who are in need of speech and/or language therapy in Vancouver Island West School District 84. This position requires frequent and regular travel to all schools of the District and involves working with preschool and school-aged children.

Duties

- Assists in the preparation and organization of clinical materials based on knowledge of the principles and methods of speech language therapy, and materials used in the implementation of speech services.
- Provides assistance in language stimulation programs.
- Provides remedial therapy in cases of articulation disorders.
- Implements documented treatment plans for speech and language programs or protocols developed by the Speech Language Pathologist.
- Records student progress towards meeting established goals and objectives as stated in the treatment plan and reports this information to the supervising Learning Assistance/Resource Teacher and Speech Language Pathologist.
- Conducts speech, language and hearing screenings as directed by the Speech Language Pathologist.
- Prepares and provides materials and programs for non-verbal students and acts as a liaison between the school-based staff and the Speech Language Pathologist.
- Prepares orders and maintains stock of supplies and equipment including voice output devices and switch activated devices ensuring they are in proper running order.
- Assists Special Needs Teacher Assistants and teachers on use of alternative augmentative communication devices such as Boardmaker and Voice Output communication aids.
- Meets regularly with the Speech Language Pathologist to discuss student progress and therapy implications.
- Works in collaboration with parents, health care professionals and school and district staff and other agencies under the direction of the teacher and other related professionals to foster and develop the individual student's potential.
- Assists teacher in the preparation of Individual Educational Programs and report cards as required.
- Reads to students or listens to students read, encourages students with work tasks, reinforces overall teacher expectations of students.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- May be required to perform other job-related duties as assigned.

Essential Qualifications

- Grade 12 education or the equivalent.
- Post-secondary training in special education plus completion of a Speech & Language Assistant Diploma Program.
- Minimum of one year experience as a Speech and Language Assistant.
- An ability to work without direct supervision.
- Knowledge and experience in augmentative communication.
- Competent written and verbal communication skills to work with students to provide feedback to the Learning Assistant/Resource Teacher, Speech Language Pathologist and Principals.
- Good observation, articulation and listening discrimination skills and the ability to keep accurate notes.
- Ability to demonstrate sensitivity towards students with widely varied backgrounds and abilities.
- Flexibility and patience in adapting style of presentation to suit the varied needs of students being served.
- Willingness to participate in related in-service training.
- Valid BC driver's license.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- Physical capability to perform the job duties.
- Maintains the confidentiality of sensitive information seen or heard.