



School District #54 (Bulkley Valley)

JOB DESCRIPTION

STUDENT SERVICES – SPECIAL EDUCATION ASSISTANT – SPEECH LANGUAGE ASSISTANT

Location: Schools

SUMMARY:

Under the direction and supervision of the District's Speech Language Pathologist, the Speech Language Therapy Assistant will be assigned to work with designated students at multiple locations. Previous training and/or experience in the delivery of speech language services would be an asset.

DUTIES:

- Provides direct frequent practice of speech, language, and/or communication goals and objectives to students as identified by School Based Team and the Speech-Language Pathologist (S-LP).
- Demonstrates an understanding of treatment objectives and has the capacity to provide treatment consistent with these objectives.
- Prepares and presents materials consistent with the treatment plan designed by the supervising S-LP
- follows the frequency schedule of practice as determined by the S-LP and plans with classroom teacher for the best possible schedule
- regularly checks email for materials and/or changes to student schedules/goals/objectives from the S-LP.
- gathers additional documentation (data, observations) as requested by the S-LP
- Identifies environmental factors that may impact or interfere with the provision of services and takes action to remove these factors whenever possible.
- Manages time effectively without day-to-day oversight from the Speech Language Pathologist
- Responds effectively and flexibly to student attitudes and behaviours.
- Seeks advice from the supervising S-LP when necessary.
- Contributes positively to the care of the student.
- Demonstrates appropriate conduct (e.g., respecting and maintaining confidentiality, maintaining a professional demeanor, evaluating own performance and recognizing own professional limitations).
- Maintains accurate documentation as directed by the supervision S-LP.
- Follows and implements documented treatment plans developed by the supervising Speech-Language Pathologist (S-LP).
- Provides treatment to students under supervision of the S-LP.
- Documents student performance during treatment and reports the information to the supervising S-LP.
- Assists students in gaining independence in specific academic skills, social skills, and life skills
- Communicates with students using a variety of communication strategies as required such as picture symbols, etc.
- Assists with the implementation of conflict resolution strategies, problem solving models as needed
- Monitors, observes and reports to the S-LP on student progress and participates in team meetings as required
- Assists student(s) in developing problem solving, socialization and peer interaction skills
- Assists in the supervision and physical safety of student(s) as required
- Works with District staff, other professionals/agencies and parents, and under the direction of the S-LP, to foster independence and develop student potential
- Assists students in the use of Augmentative and Alternative communication devices and programs relevant to their needs
- Operates standard office and classroom equipment e.g. photocopier, audiovisual equipment, computers, tablets
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Possession of a Speech Language Pathologist Assistant Diploma, or an equivalent combination of training and experience; or
- Minimum of one year post secondary training related to working with children with special needs
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- One (1) year experience working students with speech and language difficulties in a K-12 educational environment
- Familiarity with computer software for students with speech and language difficulties would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action within the guidelines provided by the Speech Language Pathologist
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

Cindy O'Halligan
CUPE Job Description Committee

Dana Demoline
CUPE Job Description Committee

S. W. Jay
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